



## **Employment Opportunity**

### **HOUSEKEEPER / COOK**

#### **St. Francis de Sales Church**

1001 Ravenscroft Road Ajax, ON L1T 4X1

Modified Full Time (30 hours per week)

#### **Overview:**

The Housekeeper provides cleaning, laundry services and meal preparation for persons living in the rectory.

#### **Responsibilities:**

- Cleans the rectory by dusting, sweeping, mopping, waxing and vacuuming
- Provides laundry services; washing and drying clothes and linens
- Meal preparation (lunch and dinner), shopping for food and other household items
- Other duties, as required

#### **General Requirements:**

- Minimum of 3 years of related work experience
- Understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Rev Joseph Singh** at [sfdspastor@gmail.com](mailto:sfdspastor@gmail.com). Deadline for receipt of applications is **Until the position is filled**. We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*