

Employment Opportunity

HOUSEKEEPER/COOK

St. Mary Immaculate Parish

10295 Yonge St. Richmond Hill, Ontario L4C 3B9

Temporary Modified Full-Time (28 hours per week) – 1 month Contract

Replacement Position

Salary: \$24 per hour

Overview:

St. Mary Immaculate Parish is seeking a temporary Houskeeper/Cook to provides cleaning, cooking and laundry services for 3 priests living in the rectory.

This position is a temporary one-month contract from September 22 to October 20, 2025. Working 4 days per week, Monday, Tuesday, Thursday and Friday from 8:30 am – 4:30 pm with one hour lunch break.

Responsibilities:

- Cleans the rectory by dusting, sweeping, mopping, waxing and vacuuming.
- Develops cleaning schedule to assure rectory is maintained in an orderly manner.
- Prepares meals for priests living in the rectory and maintains the cleanliness in the kitchen.
- Plans meals, shops and purchases food according to the meal schedule and food budget determined by the pastor.
- Provides laundry services for priests living in the rectory including washing and drying clothing and linens and arranging for dry cleaning (as appropriate).
- Prepares a list of supplies as needed and makes purchases as authorized by the pastor or his delegate.
- Purchases and/or orders household supplies for the rectory.
- Other duties, as required.

General Requirements:

- Successful work experience in meal preparation, including shopping for food and other needed household supplies.
- Successful work experience in completing a cleaning plan including sweeping, dusting, washing, waxing.
- Ability to honour and maintain confidentiality.
- Ability to work flexible hours (may not be necessary).
- May be required to provide own transportation for job-related responsibilities.
- 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: **Joanne Marchese** at jmarchese@archtoronto.org. Deadline for receipt of applications is **September 18, 2025**. 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.