

Employment Opportunity

HOUSEKEEPER/CUSTODIAN

St. Francis of Assisi Parish

72 Mansfield Avenue Toronto, ON M6J 2B2

Part time (12.5 hours per week)

Replacement Position

Hiring Salary: \$19 per hour

Overview:

St. Francis of Assisi Parish is seeking a part time Housekeeper/Custodian to provide cleaning and laundry services for the rectory and Church.

Responsibilities:

- Clean the rectory and all floors of the office by dusting, sweeping, mopping, waxing and vacuuming.
- Sweep, vacuum, clean, and wet mop all areas (to include church, halls, and lobby).
- Wash and sanitize washrooms, including sinks and toilets.
- Develop cleaning schedule to assure rectory and church are maintained in an orderly manner.
- Provide laundry services including washing and drying clothing and linens and arranging for dry cleaning (as appropriate).
- Prepare a list of supplies as needed.
- Other duties, as required.

General Requirements:

- 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).
- Good public relations skills for directing those who visit the rectory and Church.
- May be required to provide own transportation for job-related responsibilities.
- 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: **Fr. Massimo Buttigieg** at **stfrancisofassisito@archtoronto.org**. 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.