



Employment Opportunity

PARISH HOUSEKEEPER

Archdiocese of Toronto

Central, Eastern, Northern and Western Pastoral Regions
Casual Positions Available in each Pastoral Region

Overview:

The Archdiocese of Toronto is seeking casual Parish Housekeepers to provide coverage for employee absences on an as-needed basis in the four Pastoral Regions (Central – Metro Toronto, Eastern – Scarborough and Durham Region, Northern – York and Simcoe Region, Western – Mississauga and Peel Region). This position is responsible for providing cleaning and laundry services for persons living in the parish rectory.

Responsibilities:

- Clean the parish rectory by dusting, sweeping, mopping, waxing and vacuuming.
- Develop a cleaning schedule to assure rectory is maintained in an orderly manner.
- Provide laundry services for the persons living in the rectory, including washing and drying clothing and linens and arranging for dry cleaning (as appropriate).
- Prepare a list of supplies as needed and make purchases as authorized by the pastor or his delegate.
- Purchase and/or order household supplies for the rectory.
- 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.
- May be required to provide own transportation for job-related responsibilities.
- This position requires standing, and bending for extended periods of time, walking, reaching and lifting.
- Able to work cooperatively with clergy, staff, volunteers of the church, related organizations and external contractors.
- Flexibility in work schedule and the ability to accept work assignments on short notice.
- Previous parish experience preferred.
- Knowledge 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, and your availability (days and hours), noting position number **2026-13** to: **Kelly Punzalan, Human Resources Coordinator** at hr@archtoronto.org. 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.