

## **Cook /Housekeeper Part Time Position**

Corpus Christi Parish is looking for a part time cook / housekeeper to support the Pastor and Parish community by performing tasks such as cleaning, cooking, laundry and grocery shopping.

### **The duties and responsibilities will include, but are not limited to, the following:**

- Maintaining the Parish Offices according to a cleaning schedule;
- Meal preparation and cooking: which will include following a rotating four week menu in collaboration with the Pastor; grocery shopping, etc.
- Assisting with other related tasks as directed.

### **The ideal candidate will :**

- Have previous experience in a similar role;
- Maintain boundaries and strict confidentiality concerning parish matters and respecting the privacy of the pastor and other parishioners;
- Have good interpersonal skills;
- Be able to exercise sensitivity, tact, diplomacy, and professionalism at all times;
- Be self-motivated with the ability to work independently;
- Have excellent time management skills;
- Demonstrate the ability to exercise necessary cost control measures;
- Have a valid driver's license and the use of a personal vehicle (preferred);
- Be able to meet the physical demands of this position.

### **Conditions of Employment:**

- Successful Police Check with Vulnerable Sector Search required prior to start of employment.
- Code of Conduct
- Employee Information Form
- Successful Completion of Food Safe Level I

### **Working Environment:**

Working hours, Monday, Tuesday and Wednesday, from 8:30 am – 4:30 pm

- Hourly wage; \$23 per hour (including ½ hour unpaid lunch)
- Opportunity to work in a faith-based environment.

Please submit a resume and a cover letter to

Corpus Christi Parish  
Winnie Shiao  
Email: [winnie@ccparish.ca](mailto:winnie@ccparish.ca)  
Website: <https://www.ccparish.ca>

Thank you for your interest; only shortlisted candidates will be contacted.