**Cook /Housekeeper**

**Two Part Time Positions**

Corpus Christi Parish is looking for two 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 Rectory **or** Parish office according to a cleaning schedule;
* Meal preparation and cooking: which will include creating a menu for a two week period in collaboration with the Pastor; grocery shopping; meal prep 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 residents;
* 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, Position 1; Monday, Tuesday and Wednesday OR Position 2; Thursday, Friday

And Saturday from 9 am – 2 pm

* Opportunity to work in a faith-based environment.

Please submit a resume and a cover letter indicating if you wish to be considered for Position 1 or

Position 2 or both by March 22nd 2024 to

Corpus Christi Parish

Winnie Shiao

Email: winnie@ccparish.ca

Website: https://www.ccparish.ca  
  
Thank you for your interest; only shortlisted candidates will be contacted.