



***Job Description – Housekeeper/Cook
Saint Patrick Basilica Parish Ottawa***

General Statement

The Housekeeper/Cook reports to the Rector and is responsible for the cleaning and maintenance of designated areas of the Rectory and for preparing meals. With respect to cleaning and maintenance, he/she will work under the supervision of the Property Superintendent, as required or directed by the Rector. In addition, the employee will assist with the laundering of some church linens and vestments.

The Housekeeper/Cook will be responsible for purchasing all foodstuffs necessary for the preparation of meals in the Rectory for residents and their guests, as well as requirements for residents preparing their own meals. The employee will create menu plans under the direction of the Rector. He/she will clean kitchenware, tableware and related utensils as well as the kitchen and dining room areas. This will include setting menu specifications within the given time limitations, in compliance with all health and safety regulations by ensuring adherence to all sanitary and safe food handling guidelines at all times.

The Housekeeper/Cook will be responsible for keeping the kitchen, dining room, and residential areas of the upper floors – including suites, common rooms and hallways - clean and in orderly condition

This is a full-time permanent position with salary and benefits including pension plan, subject to a probation period.

General Duties - Housekeeping

The Housekeeper/Cook will be responsible for maintaining the designated areas clean and in order by regular cleaning duties. The employee will be responsible for such tasks as, but not limited to, cleaning the kitchen and dining room; common areas of the residential floors; residents' suites and visitor rooms; cleaning bathrooms, cleaning floors, vacuuming and dusting. The duties include changing and washing bed linens on a bi-weekly basis.

As required in designated areas, the employee sweeps, mops, polishes, vacuums carpeted areas, dumps garbage and recycle bins moving same to pickup areas, and performs all cleaning aspects of walls, windows, upholstered furniture and window coverings.

The Housekeeper/Cook will maintain good habits of personal hygiene and personal care. The use of a uniform is required (uniforms purchased or rented at parish expense). The employee will strive to uphold a safe working environment and be Health and Safety conscious and actively involved in maintaining and improving a safe work environment

REQUIRED DAILY

- All kitchen trash receptacles will be emptied and trash removed to a collection point
- All hard surface floors in the kitchen and dining room will be swept
- Kitchen appliances and equipment wiped cleaned
- Emergency spills, etc. will be cleaned as necessary
- Disinfecting where and when necessary



PERIODIC CLEANING

- All dusting not reached during regular cleaning will be completed monthly: including ledges and surfaces beyond normal arm's length but less than 2.5 meters high, rails, high cabinets, tops of picture frames, door frames, wainscot moldings, window shades (including vertical and horizontal Venetian blinds)
- Upholstered furniture will be vacuumed or whisked monthly
- Carpeting will be "detail" power vacuumed monthly, taking care to get into corners, along edges, behind doors and beneath furniture
- Similarly, hard surface floors will be "detail" damp mopped monthly, taking care to get into corners, along edges, behind doors and beneath furniture
- All kick push plates, areas around light switches, and door handles will be cleaned and polished as needed
- All door hardware and frames will be cleaned monthly
- Washing of walls and ceilings will be done as needed
- Perform other related duties that will be assigned from time to time as directed by the Rector

Other related duties: On occasion, and as directed by the Rector, perform other duties which can be expected for such a position

General Duties - Cook

The Housekeeper/Cook is to perform the following duties:

- Prepare and serve designated meals on the basis of nutrition and variety, being mindful of careful budgeting and avoiding waste
- Purchase products necessary to complete menu plans and to provide supplies to residents preparing their own meals or snacks
- Ensure cleanliness and hygiene standards in all areas of the kitchen, including refrigerators, freezers and storage spaces, and ensure the rotation of food products to maintain a high level of freshness
- Ensure that food is stored in appropriate containers, labelled and alternated to achieve high standards of freshness, minimize losses and maximize quality
- Perform other related duties that will be assigned from time to time as directed by the Rector

Work Requirements & Conditions

- Canadian, or have legal permission to work in Canada
- Experience with housekeeping and cooking – minimum three years
- Ability to read, write, and speak English as to be understood effectively by another individual
- Positive communication and interpersonal skills
- Knowledge of proper sanitation procedures and food safe guidelines.
- Understanding of food handling and sanitation standards
- Ability to take constructive feedback
- Physical ability to lift up to 50 lb.
- Ability to stand for long periods of time
- Ability to endure many physical movements when performing tasks
- Ability to manage hazards associated with the trade



Working Hours

The standard work week will be 40 hours with a 30-minute nonpaid meal break daily; therefore, wages are based on 37.5 hours per week. The week will generally be as follows:

- Monday, (Tuesday or Wednesday), Thursday & Friday for lunch – 8:30 am to 4:30 pm (with a 30-minute nonpaid meal break daily) = 30 hrs paid per week
- Tuesday or Wednesday – for lunch & supper – 10:30 am to 6:30 pm (including a non-paid 30-minute meal break) = 7.5 hrs paid
- **TOTAL paid hours per week = 37.5 hrs**

The Housekeeper/Cook may be required as directed by the Rector:

- To adjust, on occasion, regular work hours in order to accommodate visitors, meetings or special events
- To work on Saturday or Sunday
- To work overtime, and
- To work on statutory holidays

Please note that a recent clear Canadian Criminal Records check, including the vulnerable sector, - or the ability to obtain one - is a requirement for this position.