



ST. PETER'S SEMINARY

Job - External Posting Laundry Aide - Housekeeper

Union - SEIU Local 2

St Peter's is a Catholic Seminary of the Diocese of London, providing education programs for those preparing for priesthood, permanent diaconate, and lay ministry.

Responsibilities:

Under general supervision performs all laundry and ironing duties for all resident Faculty on a weekly basis, and other general laundry duties with respect to institutional linens. Ensures a proper inventory of Seminary linens is kept at all times, performs sacristan laundry duties for Seminary Chapels, including maintaining linens and vestments, in good repair, performs general housekeeping duties in faculty and guest suites according to a weekly schedule, and general housekeeping duties for Seminary residence rooms as required.

Qualifications:

- High School Diploma
- Previous (2 years preferred) in laundry/housekeeping in an educational/institutional environment

Knowledge, Skills, and Abilities:

- Able to work effectively with minimum supervision, able to work as a team player.
- Able to organize multiple responsibilities to meet assigned deadlines.
- Able to maintain confidentiality.
- Demonstrated skills in the operation of commercial laundry machinery - washer, dryer, iron, etc. some limited mending.
- Ability to stand for prolonged periods with bending, lifting and walking required.
- Working in various locations throughout the Seminary building.
- Schedule: Monday to Friday: 8:00 am-4:30 pm.
- Duties and responsibilities include laundry, housekeeping, mending and other duties as assigned.

Employment is conditional upon successful completion of criminal record check and favorable reference checks.

COVID-19 considerations:

All staff, visitors and residents are required to be fully vaccinated. (3 doses of approved vaccination)

Submit resume and cover letter by Friday, October 14, 2022 at midnight

Job position to begin on Monday, November 7, 2022

St Peter's Seminary

Dave Mero; Maintenance and Housekeeping Lead

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We thank all applicants for their interest, however, only those selected for an interview will be contacted.