



Internal/External Posting  
Cridge Village Seniors' Centre  
Relief staff

This relief position includes Overnight & Daytime Housekeeping responsible for cleaning resident suites and/or most public areas of the Seniors Centre; Serving lunch and dinner in the dining room; Evening Recreation shifts which includes leading an activity and then doing some veggie prep in the kitchen and Reception for the organization. All shifts are responsible for responding to residents' emergency pendants. Filling serving shifts would probably be the highest demand, however applicants must be willing and able to fill other shifts including overnights. **Current weekday availability is a must.** This relief position requires a dependable, personable, professionally attired person who has a love for seniors and will strive to always be providing the best service they can to the clients in our care.

**KEY JOB FUNCTIONS & RESPONSIBILITIES:**

**Overnight Housekeeping**

- In common areas, on a schedule provided or as directed: cleans, washes and disinfects walls, windows, doors, carpets, furniture, bathrooms, kitchens, including but not limited to dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing and buffing, washing/wiping down.
- Perform a variety of tasks to facilitate the efficient flow of laundry through the laundry process
- Highest level of cleaning on a consistent basis
- Dishwashing as assigned
- Carries portable alert system for monitoring of security and personal alert system within the centre.

**Serving**

- Presents menu, answers questions and makes suggestions regarding food and service.
- Relays orders to kitchen and serves courses from kitchen and service bars
- Serves soups, salads, desserts, brews coffee and performs other services as determined by the chef, manager and company practice
- Transporting meal trays to residents
- Service of occasional special events in the Centre
- Ensures compliance with all Foodsafe guidelines in the handling and storage of all food supplies
- Sets, clears and resents tables as needed
- Fills and records requests for additional food items
- Washing dishes, pots and pans between meals
- Cleaning and sanitizing tables, chairs and server
- Offers pleasant, polite and professional service at all times with residents and staff
- Required to work quickly and efficiently

**Housekeeping**

- In common areas and in resident suites, on a schedule provided or as directed: cleans, washes and disinfects walls, windows, doors, carpets, furniture, bathrooms, kitchens, including but not limited to dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing and buffing, washing/wiping down.
- To contribute to providing a safe and stable environment for all residents.
- Offers pleasant, polite and professional service at all times with residents and staff
- Washing dishes, pots and pans
- Required to work quickly and efficiently.

### **Kitchen and Recreation**

- Veggie prep for the kitchen
- Implement social and recreational functions for the residents, ensuring safety for every participant's level of ability and participation.
- Notify Manager immediately when the need for any mechanical, structural or electrical repairs or replacement is noted.
- Carries portable alert system for monitoring of security and personal alert system within the centre.
- Monitors and observes clients' behaviour. Report problems or changes to Manager or Assistant Manager.
- Maintain the utmost integrity when in client residences and in all dealings with clients, co-workers and the public.
- Assists in preparation & serving of meals and/or snacks.
- Transporting meal trays to residents who are ill

### **Reception**

- As the "first face" of the organization – offers the highest level of service and warmth in every interaction with staff, residents, clients, partners and the public
- Perform a variety of tasks to facilitate the efficient flow of communication including assisting and resolving problems and inquires of residents, visitors, staff and volunteers
- Typing in a variety of styles, including business correspondence, posters, menus, activity announcements, sign in/out sheets, emergency lists
- Accepts money for meals/items and makes change for clients

### **All**

- Ensures the safety of all clients.
  - Responds to emergencies in accordance with established policies and guidelines.
  - Accurate and timely completion of all documentation assigned or required in the course of duties, including daily logs as well as usual or serious incident reports.
  - Provide services and care sensitive to individuals' unique ethnic, spiritual and life-experiences.
  - Follow appearance guidelines.
- Other related duties as may be required.

### **QUALIFICATIONS**

Experience serving in a formal setting - not counter service or fast food – an asset

Janitorial experience an asset

Experience leading and implementing activities for people with varying abilities – an asset

Experience with Seniors' an asset

Grade ten education

### **CERTIFICATION/LICENSING**

Criminal Record Check clearance

Current First Aid (updated every 3 years)

Current CPR Certificate (updated every 3 years)

Current Food Safe Certificate

**Wage:** \$16.78 – 20.27 per hour which includes 9.8% in lieu of benefits

**Status:** Relief

**Position Start Date:** Ongoing

**Closing Date:** Ongoing

This position requires Union Membership – BCGEU Local 301

This position is open to both male and female applicants

**Please apply, IN WRITING, with resume and cover letter to Tina Rogalinski, Assistant Manager, Seniors' Services, trogalinski@cridge.org**