



Internal/External Posting  
Cridge Village Seniors' Centre  
Full-time, Temporary  
Saturday-Wednesday

Under the direction of the Manager and Assistant Manager, these positions include Food Service for lunch and dinner in the dining room and Housekeeping (both day and overnight shifts, including responding to emergency alarms, dishwashing etc).

This is a full time position working the same 5 days (Saturday to Wednesday) and varying hours with a schedule of hours provided on a monthly bases. The shifts would be a mix of daytime housekeeping (9-5, 11-7), overnight housekeeping (12-8am), and serving (11-7).

Filling serving shifts and daytime housekeeping would probably be the highest demand, however applicants must be willing and able to do overnights on occasion.

Although shift times will vary, the days they are scheduled will not change (always Sat-Wed). Schedules are given for the full month in the month prior.

This 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:**

**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.

**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.

#### **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 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:** Serving and daytime Housekeeping is \$20.68, Overnight housekeeping is \$22.39 plus benefits including paid sick and vacation time once probation is passed.

**Status:** Full Time

**Position Start Date:** Mid-Dec, 2023

**Closing Date:** Wednesday, Dec 5, 2023 12noon or until filled

This position requires Union Membership – BCGEU Local 301

This position is open to all applicants

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