

Employment Opportunity

Position Title: Hospitality Worker/Housekeeper

Department: Residential Care

Location: 408 Parry St, Victoria BC

Remuneration: Commensurate with Experience

Start Date: As soon as possible

Position Number: 2018-113

Days/Hours of Work: Tuesday – Friday, 9am – 5pm

Status: Casual, Vacation Coverage

Posting Period: Until filled

Union: Exempt

JOB SUMMARY:

We're an award-winning and Accredited not-for-profit that helps people and improves lives through a range of programs and services, including being Island Health Authority's sole provider of home support care in greater Victoria and the outer Gulf Islands. We offer a competitive salary and a rewarding, stimulating work environment.

Under the direction of the Manager, the Hospitality Worker provides all aspects of service in the dining room, resident lounges, resident room service, common areas and suites for residents, guests and the public. They participate in the maintenance of a safe and sanitary workplace and respond to resident and building emergencies when necessary. The right candidate for this position needs to be motivated and work well both on their own and as part of a team.

DUTIES AND RESPONSIBILITIES:

- Carries out general cleaning duties, practicing and maintaining established standards for proper cleanliness as sanitation required by the Health Department
- Daily tidying & cleaning of Common Areas and weekly cleaning of resident's suites including kitchen, bathroom, vacuuming and dusting
- Spot cleaning for spills as needed
- Emptying of Garbage and recycling daily
- Terminal clean when suite is vacated
- Extra cleaning duties may be required if suspected Infectious disease Outbreak
- Thorough monthly cleaning in each suite
- Communicates necessary information to other staff by means of charting the Communication Book and/or verbally
- Must work effectively in a team environment
- Communicates to Manager, any concerns, changes in resident's condition.
- Is familiar and rehearsed in emergency procedures
- Must demonstrate good organizational/time management skills, ability to multi- task

- Know and follows health & safety requirements affecting the job, corrects unsafe conditions immediately and report them to the supervisor
- Work safely and encourage your co-workers to do the same
- An understanding of working with seniors and those in the early stages of dementia, patience & concern in providing quality service
- Promotes and maintains positive communication and relationships among staff and residents
- Other relevant duties as assigned

QUALIFICATIONS:

- Grade 12 Education
- Valid FOODSAFE Certification
- Current WHMIS Certification
- Current First Aid Certification
- Able to effectively use a computer and electronic devices
- Access to a computer and access to the internet

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in working with Seniors; preferably in an Assisted Living or Residential Care setting
- Experience in Housekeeping
- Excellent communication skills demonstrated by tact, diplomacy, empathy, patience and concern in providing quality service
- A good command of the English language, both oral and written skills
- Ability to take direction and learn procedures
- Ability to work independently and/or as a member of a team
- Ability to use housekeeping tools such as laundry machines, vacuum cleaners etc.
- Skilled in the use of computers, the internet and electronic devices

WE LIVE SAFETY!

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations. We are committed to continuously improving safety and *it is essential to this position*. We further support safety through the active participation and co-operation of management, supervisors, workers and joint occupational health and safety committees.

APPLICATIONS:

All interested applicants can [Apply Now!](#) quoting the position vacancy number 2018-113. Please note only those applicants who are selected to continue in the recruitment process will be contacted.

ADDITIONAL INFORMATION:

- Days and hours of work are subject to change
- The successful applicant will provide a clear Police Criminal Record Check and a clear Solicitor General Criminal Record Check upon hire