



Employment Opportunity

Position Title: Hospitality Worker /Housekeeper	Position Number: 2019-102
Department: Housing Location: SHOAL Assisted Living	Days/Hours of Work: Saturday & Sunday or Tuesday & Wednesday from 9am-3pm
Remuneration: \$16.00	Status: Casual Posting Period: Until Filled
Start Date: November 1, 2019	Union: Exempt

JOB SUMMARY:

Beacon Community Services is an award-winning and accredited not-for-profit that helps people and improves lives through a range of programs and services. We offer a competitive salary and a rewarding, stimulating work environment.

The Hospitality Worker/Housekeeper works in accordance with the mission, vision and values of Beacon Community Services. Under the direction of the Manager, the Hospitality Worker/Housekeeper 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 and SHOAL Assisted Living in the building's common areas and resident suites
- Carries out general cleaning duties and routines including vacuuming, mopping, bathroom cleaning, kitchen cleaning, windows and other surfaces, etc.
- Spot cleaning for spills as needed
- Undertakes completion of resident bed linen laundry tasks (washing of all sheets, towels and pillow cases)
- Extra cleaning duties may be required if suspected Infectious Disease Outbreak
- Responsible for semi-annual suite cleaning and terminal cleans
- Emptying of garbage and recycling regularly
- Communicates necessary information to other staff by means of charting in the Communication Book and/or verbally
- Is familiar and rehearsed in emergency procedures

- Must work effectively in a team environment
- Must demonstrate good organizational/time management skills, ability to multi-task
- Knows and follows health & safety requirements affecting the job, corrects unsafe conditions immediately and report them to the Manager
- An understanding of working with seniors and those in the early stages of dementia, patience & concern in providing quality service is an asset
- Promotes and maintains positive communication and relationships among staff and residents
- Support with the regular snack routine
- 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
- A clear Police Criminal Record Check and a clear Solicitor General Criminal Record Check

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.

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 number 2019-102. 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.