

Employment Opportunity

Position Title: Hospitality Worker/Housekeeper	Position Number: 2020-011
Department: Long-Term Care (Assisted Living) Location: 408 Parry St, Victoria BC	Days/Hours of Work: Tuesday – Friday, 8:30am – 4:30pm (negotiable)
Remuneration: \$16.83 per hour, plus 8.6% in lieu of benefits	Status: Casual Posting Period: Until Filled
Start Date: Immediately	Union: Exempt

JOB SUMMARY:

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

Under the general supervision of the Operations Manager, the Hospitality Worker joins a multi-faceted team working in accordance with the mission, vision and values of Beacon Community Services. The Hospitality Worker provides all aspects of housekeeping service in the dining room, kitchen, common areas and suites for Residents, guests, and the public. They participate in the maintenance of safe and sanitary workplace practices 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 and sanitation required by the BCS policies and Island Health.
- Daily tidying & cleaning of common areas and Resident's suites including kitchen, bathroom, living room and bedrooms.
- Vacuums common dining room in the morning and after lunch.
- Spot cleaning for spills as required.
- Emptying of Garbage and Recycling daily.
- Provides assistance in the Dining Room with meal set up and preparation, as well as meal delivery and clean up as necessary.
- Terminal clean when suite is vacated.
- Extra cleaning duties may be required if suspected Infectious Disease Outbreak
- Communicates necessary information to other staff by means of charting in the Communication Book and verbally reporting to Operations Manager.
- Must work effectively independently as well as in a team environment

- Responsible for reporting all noticeable changes in Resident behavior.
- Adheres to all BCS and Parry Place emergency policies and procedures.
- Must demonstrate good organizational/time management skills, ability to multi- task
- Must respect all Resident's choices in regards to their housekeeping.
- Promotes and maintains positive communication and relationships among team members and Residents.
- Provides assistance to all other team members when required.
- Other related tasks as assigned.

QUALIFICATIONS:

- FOODSAFE Certification (to be renewed every 3 years)
- First Aid Certification (to be renewed upon expiry)
- A clear Police Criminal Record Check and a clear Solicitor General Criminal Record Check
- WHMIS Certification (to be renewed annually)
- Able to effectively use a computer and electronic devices

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience with general housekeeping duties.
- Experience in working with Seniors; preferably in an Assisted Living or Residential Care setting
- 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 number **2020-011**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.