



Internal/External Posting  
Cridge Village Seniors' Centre  
Relief staff

This relief position primarily includes Housekeeping (9-5pm or 10:30-6:30pm) responsible for cleaning resident suites and/or most public areas of the Seniors Centre; Serving lunch and dinner to the residents on trays in their suites or in the dining room (11-7pm) and Greeter (10-6pm) responsible for facilitating visits between residents and their guests. All shifts are responsible for responding to residents' emergency pendants. Filling serving shifts would probably be the highest demand and current weekend 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:**

**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.

**Greeter**

- Greeting and directing residents and their visitors – offers the highest level of service and warmth in every interaction with staff, residents and their guest
- Addressing situations during visits as they arise
- Sanitizing between visits
- Sanitizes in common areas
- Assists in preparation & serving of meal trays or clearing of tables in Dining Room

**All**

- Contributes to providing a safe and stable environment for all residents.
  - Responds to emergencies in accordance with established policies and guidelines.
  - Monitors and observes clients' behaviour. Report problems or changes to Manager.
  - 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:** \$18.31 – 21.50 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

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