

Employment Opportunity

Dining Room Server Position (PT/On-call)

Internal/External posting

Under the supervision of the Kitchen Supervisor, the Dining Room Servers are responsible for ensuring that residents of the Assisted Living Project, referred to as, "Jesken Aerie" are provided with a professional dining experience. The successful candidates will be responsible for a wide range of tasks but not limited to the maintenance and cleanliness of the dining room and common areas, serving two meals per day, and assisting with recreational activities. The Dining Room Servers will represent M'akola Housing Society and embrace the vision to improve living conditions for Elders, seniors, people living with a disability and Aboriginal people while encouraging and reinforcing traditional practices and cultural beliefs. The incumbent will ensure the Dining Room Server position is represented in a professional, responsible, and respectful way at all times.

SUMMARY OF DUTIES:

- Providing a safe and stable environment for all residents;
- Documenting temperatures of the refrigeration equipment;
- Ensuring that serving station area is washed down and sanitized several times per day;
- Wiping down counters, sinks and doors as required;
- Setting up the dining room prior to meal service;
- Serving lunch and dinner;
- Sanitizing and restocking the coffee station several times per day;
- Sweeping and mopping dining room floors twice per shift;
- Following daily cleaning schedule outlined by the Kitchen Supervisor;
- Maintaining an awareness of resident's food allergies and specialty diets including any physical disabilities;
- Participating in Occupational Health and Safety Committee meetings when required;
- Accurate and timely completion of all documentation assigned or required;
- Administering First Aid to Residents in the case of an incident during meal time;
- Participating in bi-annual fire drills;
- Assisting with evacuation of the building in the case of an emergency;
- Maintaining resident and staff confidentiality;
- Following dress code policy guidelines;
- Assisting in the set up and cleanup of social and recreational events;
- Assisting kitchen staff for heavy monthly cleaning;
- Ensuring compliance with all Food Safe guidelines in the handling and storage of all food supplies;
- Notify Kitchen Supervisor when supplies are becoming low; and
- Other related duties as may be required

SKILLS, ABILITIES AND TECHNICAL KNOWLEDGE:

- Demonstrate sound and accurate judgment;
- Strong time management, multi-tasking and organizational skills;
- Ability to work independently;
- Ability to complete extra weekly and monthly cleaning duties with minimal direction;

- Capable of being socially sensitive to Aboriginal issues and concerns;
- Ability to understand and comply with the M'akola ILBC Housing Society's Policies and Procedures, vision, mission and values;
- Knowledge of the effects of aging;
- Proven ability to be reliable and punctual;
- Ability to work with a positive team-building approach;
- A positive and upbeat personality;
- Exhibit strong interpersonal skills, with the ability to display tact, respect and diplomacy;
- Ability to take direction and follow procedures;
- Knowledge to respond effectively and calmly in crisis situations;
- Ability to function effectively within the Constitution and Bylaws of Jesken Aerie.

EDUCATION AND EXPERIENCE:

The successful candidate will possess a combination of education and experience that satisfy all or most of the following:

- Grade 12 Education
- Minimum 2 years' experience working in a high-volume dining room preferably in a congregate/assisted living setting;
- Experience working in and with the Aboriginal community.

OTHER:

- Criminal Record Check clearance;
- Current First Aid Level I, Food Safe Level I, and WHMIS Certification;
- On Call hours - 10:15 AM to 6:15 PM
- Must be available to work evenings and weekends;
- Preference will be given to applicants of Aboriginal ancestry (**please self-identify**) as per Section 41 of the BC Human Rights Code.

Please submit your resume and cover letter to the attention of:

(by mail/email/fax or in person)

Karen Henry, Assisted Living Manager

817 Goldstream Avenue, Victoria BC V9B 2X8 fax: (250) 474-1531

email: khenry@makola.bc.ca

Closing Date: August 18, 2017 @ 4:30 PM

Only those selected will be contacted.