



MULTI-SERVICE WORKER – JOB DESCRIPTION

JOB SUMMARY:

This team player would be oriented and trained in all departments and would be available to work for holiday coverage, sick relief, workload and special events. This position requires coverage for day, evening shifts and weekends.

KEY DUTIES AND RESPONSIBILITIES:

1. Responsible for proper dining set-up, providing meal and dining services and cleaning of dining rooms and designated service areas;
2. Responsible for taking the meal and beverage orders and requested items according to established policies.
3. Responsible for handling food in accordance with sanitary procedures and standards and complied with all regulatory Food Safe practices;
4. Takes initiative and responds attentively, efficiently and politely to all tenant requests, questions, concerns, and/or complaints. Consistently take ownership of tenant issues and follows up to ensure satisfaction through providing excellent customer service;
5. Washes plate ware, utensils and glassware used in the dining room service;
6. Light kitchen food prep if required, dishing out soups, salads, entrees or desserts;
7. Reports any repairs needed to Building Services Coordinator and/or Dining Service Manager;
8. Adheres to WHMIS protocols and infection control guidelines when performing cleaning related job functions and maintains MSDS;
9. Ensures compliance with all Health and Safety policies and procedures and aides in the promotion of Risk Management programs;
10. Under general supervision of the site manager you will perform duties such as general cleaning of resident rooms, restrooms, utility rooms, kitchens and other related duties as required. You will also participate in team meetings and assignments, recommend changes and improvements for the department and assist other employees as required.
11. Screening staff, visitors, residents upon entry to the building, including temperature checks.
12. Other duties as assigned.

QUALIFICATIONS & EDUCATION/TRAINING

- Current and clear Criminal Record Check Form and Clearance Letter prior to the hire date
- Strong communicator able to communicate well both verbally and in written English.
- Food Safe Level 1 Certification required
- Excellent verbal and written communication, interpersonal and customer service skills;
- Strong organizational and time management skills with a proven ability to multitask;
- Demonstrates good judgement, problem solving and decision-making skills
- Ability of meeting the physical requirements of the position;
- First Aid Certificate an asset

PLEASE SEND RESUMES TO: molly@vrs.org



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- Flexible schedule, including availability to work evenings, weekends and holidays as required
- Understands that success lies in working together and enjoys being part of a team
- Friendly, energetic person who prides themselves on creating memorable guest experiences through warm & genuine service

****All applicants must be fully vaccinated (at least two doses) against COVID-19. Proof of vaccination is required upon hire.**

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