



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

## Office Coordinator, Housekeeping Supervisor, and Cook

|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>DC-B8-77-49-36-5B</b>  |                          |
| <b>Web Address</b>    | <a href="https://careers.indigenous.link/viewjob?jobname=DC-B8-77-49-36-5B">https://careers.indigenous.link/viewjob?jobname=DC-B8-77-49-36-5B</a> |                          |
| <b>Company</b>        | 11027069 Canada Corp O/a. Best Western Plus   |                          |
| <b>Location</b>       | Kincardine, Ontario   |                          |
| <b>Date Posted</b>    | From: 2019-05-03  | To: 2019-10-30           |
| <b>Job</b>            | Type: Full-time   | Category: Accommodations |
| <b>Job Start Date</b> | As soon as possible   |                          |
| <b>Languages</b>      | English   |                          |

### Description

11027069 Canada Corp o/a. Best Western Plus, a busy and well established hotel, located at 791 Durham Street, Kincardine, ON N2Z 1M4 are looking for staff for the following positions:

1 Office Coordinator, 1 House Keeping Supervisor and 1 Cook.

All the 3 positions are permanent, full time positions.

Salary for the position of an Office Coordinator is \$23.08 per hour for a minimum of 30 hours per week;

Salary for the position of a Housekeeping Supervisor is \$16.00 per hour for a minimum of 30 - 35 hours per week;

Salary for the position of a Cook is \$16.00 per hour for a minimum of 30 - 35 hours per week;

Overtime will apply at 1.5 times the wage after 44 hours per week for all the positions.

Job Functions - Office Coordinator:

- Follow office workflow procedures to maximize efficiency;

- Maintain organized & comprehensive filing system with documentation of purchases, vouchers, schedules, forecasts, reports & tracking logs;

- Support Front Desk & housekeeping departments with various administrative tasks like disseminating correspondence, scheduling meetings etc;

- Monitor office expenditure & handle office service contracts;

- Perform basic book keeping duties & update the accounting system;

- Monitor office supplies inventory & order supplies;

- Maintain a liaison with vendors;

- Perform data entry, process financial documents, update reservations, sort outgoing & incoming mail, keep appointment calendars;

- Ensure employees are attentive, friendly, helpful and courteous to guests & staff;

- Ensure implementation of hotel policies & house rules;

- Perform performance reports;

- Enforce cash handling, cheque cashing & credit policies;

- Maintain healthy communications & working relationships with all departments;

- Uphold the hotel's commitment to hospitality

Job Functions - Housekeeping Supervisor:

- Supervise day to day activities of housekeeping department;

- Develop & implement housekeeping systems & procedures;

- Responsible for appearance & cleanliness of the entire hotel;

- Ensure rooms are made as per the hotel standards;

- Maintain proper inventory of guest supplies, cleaning supplies, linen & uniforms for smooth operations of the hotel;

- Prepare reports;

- Prepare annual housekeeping budget;

- Schedule staff according to productivity standards & forecasted occupancy;

- Supervise operations of the laundry & housekeeping

areas to ensure productivity & service quality

Job Functions - Cook:

- Plan and implement menus as per restaurant's style & standards;
- Boil, grill, steam, bake & cook meat, fish and vegetables according to the restaurant's set menu;
- Ensure that meals are served according to hotel's quality standards;
- Complete knowledge of how to operate cooking equipment like grills, fryers, griddles etc a must;
- Determine size of food portions & estimate food requirements & costs;
- Accurately follow all special customer instructions;
- Cook "Special of the day" meals;
- Control costs & quality by adhering to food preparation standards;
- Maintain inventory, check stocks & place orders by anticipating needs;
- Adhere to health & safety policies & procedures by maintaining a safe & hygienic work place;
- Maintain proper use of kitchen equipment & gadgets;
- Oversee kitchen operations & supervise kitchen staff

### **Experience**

2-3 years for all three positions.

### **Education Requirements**

Completion of Secondary Schooling.

### **Additional Skills**

Additional Skills for Office Coordinator:

- Strong organizational and time management skills with an ability to prioritize and multitask;
- Excellent electronic communication skills
- Knowledge of basic bookkeeping principles & office management procedures;
- Excellent knowledge of MS Office;
- Strong work ethics and background in office administration;
- Reliability & Professionalism

Additional Skills for Housekeeping Supervisor:

- Strong organizational and time management skills combined with high level initiative;
- Ability to recognize problems and identify solutions;
- Entry to Intermediate Level computer literacy such as Word processing and spreadsheet programs.
- Must be able to work nights, weekends and holidays when required

Additional Skills for Cook:

- Hardworking
- Organized
- Capable of working in a fast paced environment

### **How to Apply**

To be considered for the above positions, please email resumes specifying the position interested to :  
haseebmushtaq@yahoo.com

# Job Board Posting



**NewCanadianWorker**

A Fresh Start for New Arrivals

Date Printed: 2024/05/06

## Office Coordinator, Housekeeping Supervisor, and Cook

|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>45523306A9F47</b>  |                          |
| <b>Web Address</b>    | <a href="http://NewCanadianWorker.ca/viewjob?jobname=45523306A9F47">http://NewCanadianWorker.ca/viewjob?jobname=45523306A9F47</a> |                          |
| <b>Company</b>        | 11027069 Canada Corp O/a. Best Western Plus   |                          |
| <b>Location</b>       | Kincardine, Ontario   |                          |
| <b>Date Posted</b>    | From: 2019-05-03  | To: 2019-10-30           |
| <b>Job</b>            | Type: Full-time   | Category: Accommodations |
| <b>Job Start Date</b> | As soon as possible   |                          |
| <b>Languages</b>      | English   |                          |

### Description

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Job Functions - Office Coordinator:

- Follow office workflow procedures to maximize efficiency;

- Maintain organized & comprehensive filing system with documentation of purchases, vouchers, schedules, forecasts, reports & tracking logs;

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- Monitor office expenditure & handle office service contracts;

- Perform basic book keeping duties & update the accounting system;

- Monitor office supplies inventory & order supplies;

- Maintain a liaison with vendors;

- Perform data entry, process financial documents, update reservations, sort outgoing & incoming mail, keep appointment calendars;

- Ensure employees are attentive, friendly, helpful and courteous to guests & staff;

- Ensure implementation of hotel policies & house rules;

- Perform performance reports;

- Enforce cash handling, cheque cashing & credit policies;

- Maintain healthy communications & working relationships with all departments;

- Uphold the hotel's commitment to hospitality

Job Functions - Housekeeping Supervisor:

- Supervise day to day activities of housekeeping department;

- Develop & implement housekeeping systems & procedures;

- Responsible for appearance & cleanliness of the entire hotel;

- Ensure rooms are made as per the hotel standards;

- Maintain proper inventory of guest supplies, cleaning supplies, linen & uniforms for smooth operations of the hotel;

- Prepare reports;

- Prepare annual housekeeping budget;

- Schedule staff according to productivity standards & forecasted occupancy;

- Supervise operations of the laundry & housekeeping

areas to ensure productivity & service quality

Job Functions - Cook:

- Plan and implement menus as per restaurant's style & standards;
- Boil, grill, steam, bake & cook meat, fish and vegetables according to the restaurant's set menu;
- Ensure that meals are served according to hotel's quality standards;
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- Determine size of food portions & estimate food requirements & costs;
- Accurately follow all special customer instructions;
- Cook "Special of the day" meals;
- Control costs & quality by adhering to food preparation standards;
- Maintain inventory, check stocks & place orders by anticipating needs;
- Adhere to health & safety policies & procedures by maintaining a safe & hygienic work place;
- Maintain proper use of kitchen equipment & gadgets;
- Oversee kitchen operations & supervise kitchen staff

### **Experience**

2-3 years for all three positions.

### **Education Requirements**

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### **Additional Skills**

Additional Skills for Office Coordinator:

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# Job Board Posting

**NoExperienceNeeded.ca**  
your place for a first step or a fresh start

Date Printed: 2024/05/06

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|                       |   |                          |
|-----------------------|---|--------------------------|
| <b>Job ID</b>         | <b>9E7A8BD3DDA11</b>  |                          |
| <b>Web Address</b>    | <a href="http://NoExperienceNeeded.ca/viewjob?jobname=9E7A8BD3DDA11">http://NoExperienceNeeded.ca/viewjob?jobname=9E7A8BD3DDA11</a> |                          |
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