

# Pantry and Housekeeping Service Assistant

We are currently looking for a Pantry and Housekeeping Service Assistant to work with our team providing an atmosphere of warmth, home and professionalism

## Essential Duties and Responsibilities:

- Maintain all related work areas and equipment in a clean and sanitary condition ensuring adherence to all safety and hygiene practices
- Report on time as scheduled and follow all policies and procedures.
- Attend staff meetings and other related training sessions
- Perform other related duties as assigned
- Create and maintain an atmosphere of respect, warmth, cheerfulness, enthusiasm, and care; giving our guests the quality of service you would want to receive personally while reflecting the core values of the team

## Food Preparation and Cleaning Responsibilities

- Prepare food as assigned and assist cook as needed, assuring that food is handled and stored using proper procedures
- Gain knowledge of diets and menus
- Serve meals, clear the dining rooms, clean floors, wipe and set tables
- Receive and check dietary and cleaning supplies
- Clean and sanitize all carts and equipment, wash and put away dishes, take out garbage and recycling and thoroughly clean work area
- Responsible for housekeeping duties such as maintaining the cleanliness of guests' rooms and common areas

## Qualifications:

- Customer service oriented
- Flexible/Adaptable-may work in a variety of areas and openness to learning new skills
- Problem solving and decision-making skills
- Comfortable working in fast paced, goal driven environment
- Time management and organizational skills to be able to meet deadlines with time constraints.
- Ability to work hard both independently and in team setting as required
- Willingness to perform simple, sometimes repetitive tasks while maintaining quality
- Good command of English language, both verbal and written and ability to follow written and verbal instructions

*Salary, hours and other details to be discussed*

**Preferred Application Method:** Email

**Application Instructions:** To apply, please submit your resume to: [jobs@copperridgeconferencecentre.ca](mailto:jobs@copperridgeconferencecentre.ca)

*We thank all applicants for their interest,  
however only those candidates selected for interviews will be  
contacted.*

**COPPER RIDGE CONFERENCE CENTRE**

FOR MORE INFORMATION: [WWW.COPPERRIDGECONFERENCECENTRE.CA](http://WWW.COPPERRIDGECONFERENCECENTRE.CA)

