



Larga Baffin Ltd.
1071 Richmond Rd.
Ottawa ON K2B 6R2
Phone: (613) 248-3552
Fax: (613) 248-9182

Internal/External Employment Opportunity Summer Student

Positions available: One full-time (up to 40 hours per week) for nine weeks
Dates: 2013 July 02 to August 30
Reports to: Assistant Manager
Salary Range: To-Be-Determined
Eligibility: Must have been a full time student during the preceding academic year and intend to return to school full-time in the upcoming academic year
Closing Date: Friday, 2013 June 28 (at 3:00 p.m.)

Position Summary:

The Summer Student will actively assist the staff of Larga Baffin in maintaining a clean and sanitary environment while helping to deliver our stated purpose – “Larga Baffin is about people. Our organization is committed to the care and trust of our clients and staff. We provide high standards of logistical support and co-ordination in the performance of our responsibilities to the ill and injured. We are constantly striving to improve our level of quality through initiative, discussion and most importantly, listening.”

Major Responsibilities

- Undertake some general cleaning and maintenance with our various departments
- Work alongside other staff in their various duties (with the supervisor’s guidance)
- Transfer supplies and equipment between storage and work areas
- Load or unload trucks delivering supplies
- Inform supervisor(s) when more supplies are required
- Ensure that food is stored in appropriate containers, labeled, and rotated to ensure high standards of freshness, minimizing waste and maximizing quality
- Stock the service area with supplies (e.g. coffee, cutlery)
- Promote a safe, sanitized working environment
- Comply with the Occupational Health & Safety Act as well as food safety procedures
- Consistently offer professional, friendly and proactive service while supporting fellow colleagues.
- Follow all safety and sanitation policies, procedures and standards while handling foods
- Strong, effective and polite communication with all departments
- Ability to work well in a fast paced environment
- Highly responsible and reliable
- Ability to focus on resident’s needs remaining calm and courteous at all times
- Promote professional work habits, encourage fellow staff to act with integrity
- Practice proper grooming, personal hygiene and uniform standards
- Perform other duties as assigned
- Plan, execute and complete a special project during your term

Knowledge & Skills

- Ability to lift/carry supplies, etc. up and down stairs and perform repetitive tasks
- Ability to perform physical tasks, including standing for extended periods, bending, crouching, kneeling
- Knowledge of safety procedures
- Ability to organize and prioritize work assignments to completion
- Ability to maintain a good working relationship with co-workers
- Flexibility of work schedules
- Ability to work without direct supervision
- Oral and written communication skills. Work requires the ability to understand and follow instructions
- Workplace Hazardous Materials Information System (WHMIS) training

Minimum Job Requirements

- No experience required. However, previous hospital or industrial type kitchen work experience, which includes public interaction is preferred
- Positive attitude and a consistent display of professionalism
- Ability to compute basic mathematical calculations
- Good health and vision
- Excellent decision making skills
- Strong inter-personal communication skills
- Experience working in a fast-paced, multi faceted environment with diverse clientele
- First Aid/CPR/AED and WHMIS certified (or willingness to learn)
- Must be willing to obtain a current Criminal Reference Check

Please submit resume and cover letter by Friday 2013 June 28 (3:00 p.m.) to:

Jessica Tomic-Black
Human Resources
Larga Baffin Ltd.
1071 Richmond Rd.
Ottawa ON K2B 6R2

Email submissions preferred to: jtomic-black@largabaffin.ca

Priority will be given to qualified Nunavut Beneficiaries. Only those selected for an interview will be contacted. Larga Baffin is not responsible for re-location costs.