



# St. John's Academy

## *Shawnigan Lake Campus*

### **NOW HIRING – FULL TIME DISHWASHER**

St. John's Academy Shawnigan Lake, a secular school located on acres of pristine forest by the lake and at the base of Mount Baldy, provides an excellent working environment. We are looking to add a Full-Time Dishwasher to our kitchen team.

#### **POSITION DESCRIPTION**

**Title:** Dishwasher

**Reports to:** Kitchen Manager

**Wage:** \$19.00/hour

**Summary:** This person will provide dish washing duties, report to the Kitchen Coordinator or their designate; work cooperatively with the kitchen team. You are expected to be trustworthy, prompt and thorough in your duties, and your interaction with students and staff will be courteous and respectful.

This position will have set hours as scheduled by the Kitchen Manager but may change due to the needs of the school, such as school events.

The ideal candidate for this position has the following knowledge, skills and attributes:

- Able to perform manual tasks and physical demands that require periods of standing, lifting, bending, twisting
- Can work cooperatively as part of a team and with other school staff
- Able to work with minimal supervision
- Able to communicate clearly, effectively and respectfully
- Able and willing to function in a changing work environment
- Provide cooperative team support to accomplish needs and tasks
- Neat, well-groomed appearance
- Current Criminal Record Check



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## **DUTIES:**

- Operate a commercial dishwasher, loading and unloading dishes and ensuring all dishes and utensils are clean and sanitary
- Wash pots and pans by hand
- Ensure kitchen areas are in a clean, safe and sanitary condition
- Inform Kitchen Manager of any equipment malfunction
- Maintain an organized and clean work area
- Prepare items as assigned by Kitchen coordinator or their designate
- Attend to other kitchen needs that may arise
- Adhere to guidelines set out by Work Safe BC
- Attend in service training and orientation sessions when appropriate
- Promote good public relations within and outside the facility
- Ensure, at all times, that confidential information is held in strictest confidence, in accordance with Federal and Provincial Privacy legislation

To apply, email your cover letter and resume with 2 references to [careers@stjohnsacademy.ca](mailto:careers@stjohnsacademy.ca).

Thank you for your interest, only those short listed will be contacted for an interview.

Ability to commute/relocate:

- Shawnigan Lake, BC: reliably commute or plan to relocate before starting work (required)