

## **Director's Assistant - P/T**

### **Position Description**

**Main Duties:** Food and Drinks Preparation (assisting chef and independently), Housekeeping

**Location:** Fresh Start Health Retreat and Spa, Oyster Bay (located on South Island Hwy between Campbell River and Courtenay)

**Approximate Starting Date:** Sept 6

**Wages:** \$13-15

### **Hours:**

Work is available during our retreat dates only. **We operate mostly 3 weeks straight (occasionally two weeks) followed by about 3-4 weeks break.** See our program dates online: <http://www.healthretreat.ca/health-retreat-dates/>. Check the dates for the longest program (mostly 21-day).

Approximate Total Hours per program: 84 during 3-week program, 28 during the 2-week program.

The hours vary, and may increase and decrease depending on the client and staff number.

This position will suit those who do not want to work full time, but can be fairly flexible in terms of number of hours and working shifts.

Note: One of our staff has 4 children, and we need someone who can pick up an extra shift or two on a short notice, if necessary.

### **Primary responsibilities:**

- On meal days: Assist chef in meals prep and prepare some meals independently
- Make juices, herbal teas and other drinks
- Housekeeping – these duties typically take 4 or more hrs per day:
  - Maintain cleanness of the Spa Building (including: 2 large meeting rooms, Sanctuary, fitness room, 4 treatment rooms, 2 Infrared Saunas, steam room, dining area, kitchen, staff room, 10 washrooms, 2 showers, waiting area, hallways and stairs +).
  - Spa laundry
  - Lots of dishes, and quick kitchen and dining area clean-ups between food/ drinks prep and healthy meals demos

**Additional duties:**

- Prepare take-out lunches for guests
- Interact with and assist clients
- Do program set-up/ de-set-up (move and organize storage, spa linens, kitchen supplies, set-up guests rooms and spa rooms, move tables and chairs etc.)
- Prepare herbal formulas
- Clean company car as necessary
- Read computer client reports (arrival and departure times, allergies etc.)

*Note: You need to be prepared to do both kitchen work and housekeeping. Some tasks may change overtime.*

**Certificates Required**

Food Safe (if absent, must provide within 3 months of employment at his/ her own cost)

Criminal Check (if absent, must obtain before being hired)

First Aid Level I – or must be acquired at own cost within 3 months of employment, as well must be maintained current

**Must Haves**

At least 3-5 years of experience in housekeeping and/ or work in the kitchen in a commercial setting

Some food preparation experience, feels confident in independent food preparation for groups of min 10-15

Valid driver's license and own transportation

**Key Requirements**

1. Hard-working
2. Enjoys working with hands
3. Enjoys food prep
4. Works well independently: works smart, sees what needs to be done, will think through how and will bring one thing after another to completion without supervision and unnecessary questions. Can carefully and accurately follow procedures.
5. High energy individual – capable and enjoys working in a busy, very fast-paced environment. Should be physically able to make multiple trips up and down stairs.
6. Outstanding customer service skills: enjoys interacting with customers, polite, happily helps guests with requests
7. Highly organized and punctual
8. Can juggle responsibilities and prioritize tasks
9. Works clean; knows how to clean fast and thoroughly
10. Has attention to detail

11. Does not smoke
12. Has common sense and basic problem-solving skills (equipment does not work, f. ex.)
13. Has basic computer skills (you'll need to be able to calculate drinks number and to use a computer to determine who needs which drink, who has allergies, when each client arrives/ leaves etc.
14. !!!Reliable and dependable. We are a small company and rely on every team member
15. Can lift up to 50 lbs (needs to be able to carry cases with apples, oranges, compost pails etc.)

**Please note:** working hours and days, as well as job duties may change over time.

## **About the Company**

Fresh Start is a Health Restoration Retreat and Spa operating since 2005. People come here to improve their health and lifestyle through a supervised whole body cleanse and/ or healthy eating retreat and to learn how to continue healthy living after. We are the only retreat of this nature in Canada. To witness transformation in the health and life of our clients each program is a true gift to each one of us.

## **Why work at Fresh Start?**

We offer a pleasant, positive working environment. The Ocean Resort facility, where we hold our retreats is located right on the water, and you'll be enjoying the incredible view daily. There is a beautiful walking trail nearby. The building is newly renovated, very simple and natural, with mostly laminate floors. Because we use vegetarian and mostly raw ingredients, work in our kitchen is pleasant. Additionally, as our team member, you will have access to our amazing health spa treatments at a 40% discount, as well as will be able to use the Ocean Resort gym during our retreats at no cost.

The Fresh Start team is hard-working, thoughtful and just awesome. Everybody is here because they love what they do and making a difference in the lives of others. If you do too, we invite you to be a part of it!

## **How to Apply:**

**Please read the detailed job description and apply on the company job board:**

**<http://www.healthretreat.ca/fresh-start-jobs/>**

Suggestion: when you fill out an application on the site, we suggest you use Chrome browser, as Firefox and Explore may glitch.