

2021 Regional Job Search Competition Instructions for NWLower Mainland Region

8 – 19 February 2021 | Online competition

- 1. Register for the NWLM Regional Competition by 11:59 pm 1 February 2021** A teacher, or other representative of a school, can register potential competitors by visiting <https://skillscanada.bc.ca/competition-registration-login/>
- 2. Submit Pre-Competition Documents by 8:00 am on 8 February 2021** Email a cover letter and resume, directed and tailored towards one of the two fictional job postings, to jmccarron@vsb.bc.ca

Ms. Janet McCarron,
SkillsBC Provincial Job Search Competition
1155 East Broadway
Vancouver, BC V5T 4V5

Attach the cover letter and resume as one PDF file named as follows:
YourLastName_YourFirstName_CateringAssistant.pdf **OR**
YourLastName_YourFirstName_CustomerService.pdf depending on the job you are choosing.

Competitors may either create new letters and resumes for the competition or alter existing materials. Competitors are required to use only factual and verifiable information in their cover letters and resume. Please include your school email address on these documents.

The body of the email must include the competitor's full name, school name, grade, teacher-sponsor's name and email, as well as which job posting the competitor is applying for. All communications about the competition will be through the competitor's school email address.

- 3. Receive Confirmation of Receipt Email from the Regional Chair**
Confirmation of receipt will be issued via email within 72 hours. Competitors are responsible for following up with the Regional Competition Chair if they do not receive a confirmation within 72 hours.

Information and detailed instructions for the Regional Competition will be provided at this time.

Please consult the Scope Document for all other details of the competition.

CATERING ASSISTANT



2021 Regional Job Search Competition

Job Posting #1

We are hiring students with an interest in working with our food-catering professionals. **Gastronomic Kitchens** has a reputation for delivering excellent service and delicious food. We have full-time and part-time hours available for qualified youth during our busy summer period. At this time, we anticipate that COVID protocols will be relaxed by June. It is possible that the successful applicant will need to adapt to changing circumstances in accordance with advice from the local health authorities.

As part of our team of food professionals, and reporting to the designated Event Caterer, you will have a role that includes preparing and packaging goods for transport to our customers, serving meals at various casual or formal functions and parties, and assisting with site setup and cleanup. When required, you may be asked to provide other assistance to our event staff and perform other assigned duties.

We require the following:

- Team Contributor: you work well with others and help the group achieve their goals in a cooperative manner.
- Self-motivated: you take initiative to do work under our continual direction.
- Positive Attitude: you have an upbeat attitude and a sense of fun.
- Communication: you express yourself clearly both verbally and in writing.
- Previous training or experience working in food service or hospitality is desired, but not a requirement. Other customer-focused experience is an asset.
- Licenses/Certifications: applicants must be able to complete their first aid certification and pass a criminal record check before commencing work in this position. A food safety and first aid certification workshop will be provided to successful applicants.

Related work or volunteer experience or multilingualism is an asset, but not required. A competitive wage is provided. Full or part-time hours are available from late June to late August. With good performance, there will be opportunity for employment in future years.



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Job Posting #2

CUSTOMER SERVICE ASSOCIATE

We are hiring students to work during the summer months at City Community Centre, a leader in recreational programming which prides itself on providing excellent customer service to patrons of the pool, arenas, and fitness facilities. At this time, we anticipate that COVID protocols will be relaxed by June. It is possible that the successful applicant will need to adapt to changing circumstances in accordance with advice from the local health authorities.

The Customer Service Associates work under the supervision of a Recreation Facility Clerk and contribute to the overall customer-service experience by welcoming patrons, accepting payments for drop-in or program registration, answering inquires in-person or by telephone or email, and assisting other staff with administrative tasks to create a fun and safe environment. You will provide specific information on available programs, troubleshoot issues or concerns that arise, and perform other assigned duties.

We require the following:

- **Team Contributor:** you work co-operatively with others to complete tasks and achieve stated goals.
- **Self-motivated:** you take initiative to do assigned work without close supervision.
- **Customer Focus:** you recognize the impact you have on our clients' experience.
- **Positive Attitude:** you have a positive work attitude working with individuals of all ages.
- **Communication:** you understand and convey information well-verbally and in writing.
- **Other:** knowledge of standard computer software, ability to learn to use various office equipment, and experience handling cash or demonstrated numeracy skills desired. An interest in recreational programming and the ability to juggle multiple tasks and priorities in a busy work environment is an asset.
- **Licenses/Certification:** applicants must be able to pass their first aid certification and pass a criminal record check before commencing work in this position.

Related work or volunteer experience or multilingualism is an asset, but not required. A competitive wage is provided. Full or part-time hours are available from late June to late August. With good performance, there will be opportunity for employment in future years.