

2020 Regional Job Search Competition

Instructions

Competition Day – February 26, 2020

1. Register for the Regional Competition

A teacher, administrator, or other representative of a school, can register competitors by visiting <https://skillscanada.bc.ca/competitions/competition-registration-list/>. They will need to create an account if they don't already have one. If a school would like to register more than one student, registration for each student must be done individually (select "Quantity 1" beside "Free Ticket") and in order of rank priority. This competition accommodates a maximum of eight (8) students from the North West Lower Mainland region. Teachers will need the following information for each registrant to complete their online registration: 1) name; 2) email address; and 3) t-shirt size.

2. Receive Confirmation of Registration from Skills Canada BC

All students registered by their teacher will receive an automatically generated *provisional* acceptance of registration upon completion of registration. A final confirmation email will be sent at the close of registration, fourteen (14) days prior to competition day, based on registration limits and fair participation by all schools who wish to send participants. Once registration has been confirmed, competitors can submit their pre-competition documents.

3. Submit Pre-Competition Document

Pre-competition documents include a cover letter and resume tailored to one of two job postings. The cover letter and resume should contain only factual and verifiable biographical information. Pre-competition documents must be submitted in PDF format using the naming convention "LastName_FirstName_CoverLetterORResume_2020.pdf", before midnight on Wednesday, February 19. The body of the email must include the competitor's name, school, teacher-sponsor's name and email, and food restrictions, if any.

4. Receive Confirmation of Pre-Competition Document Submission from the Regional Chair

Confirmation of receipt of documents will be sent to registered competitors by email within 24 hours, along with detailed information and instructions for competition day. Competitors are responsible for following up with the Regional Competition Chair if they do not receive a confirmation within 24 hours. The Regional Competition Chair may be contacted via email at jobsearchskillsbc@gmail.com.

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

CATERING ASSISTANT

We are seeking secondary 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.

As part of our dynamic team of food professionals, you will have a varied role which will include preparing and packaging food for transport to our customers, serving at a variety of casual and formal events and parties, and assisting with site setup and cleanup. When required, you may be asked to work with our event planners and perform other duties as assigned.

We require the following:

- **Team Contributor:** you work well with others to complete tasks
- **Self-motivated:** you take initiative and work independently under general direction.
- **Customer Focus:** you strive to meet the expectations of and provide an extraordinary experience for our customers.
- **Positive Attitude:** you have an upbeat attitude and a sense of fun.
- **Communication:** you express yourself clearly, both verbally and in writing.
- **Education and Experience:** previous training or experience working in food preparation or hospitality is desired, but not a requirement. Customer service experience is an asset.
- **Licenses/Certifications:** applicants must complete a Standard First Aid, CPR and AED certification and pass a criminal record check before commencing work in this position. FoodSafe Level 1 certification 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. Please email your resume and cover letter by midnight, February 12, 2020 to:

Ms. Janet McCarron
Manager, Gastronomic Kitchens
PO Box 789
Vancouver, BC V8J 7S7
jobsearchskillsbc@gmail.com

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.

As part of a team of Customer Service Associates, you will 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 inquiries in-person or by telephone or email, and assisting other staff with administrative tasks to create a fun and safe environment. You will provide information on programs offered at the community centre, troubleshoot registration issues, and perform other assigned duties.

We require the following:

- **Team Contributor:** you work cooperatively with others to complete tasks and achieve team goals.
- **Self-motivated:** you take initiative and work well with minimal supervision.
- **Customer Focus:** you strive to exceed customer expectations.
- **Positive Attitude:** you have an upbeat attitude, even when faced with challenging situations.
- **Communication:** you possess strong verbal communication skills.
- **Problem Solving:** you have an aptitude for finding creative and effective solutions and always look for “win-win” situations.
- **Organization & Management:** you can juggle multiple tasks and priorities in a busy environment with many interruptions.

Proficiency with MS-Word and MS-Excel or similar, and experience with office equipment and cash handling procedures is desired. An interest in recreational programming is an asset as is fluency in a language other than English.

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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