



## Job Posting

### **JOB TITLE: Temporary/Full-time - General Help**

Location: Voisey's Bay Mine Site

**SCOPE:** Maintain area's to be cleaned and maintained to the required standard.

**RESPONSIBLE TO:** Lead Hand/Manager

#### **DUTIES TO INCLUDE:**

The general help position consists of multiple areas of work, successful applicants could be placed in any of the following positions:

- Housekeeping
- Janitorial (Inside or Outside)
- Laundry
- Kitchen Helper
- Dish Pit (Dishwasher)
- Maintain allocated areas in a clean and hygienic condition
- Strip, polish and buff floors/corridors where required
- Clean bedrooms including making the bed, vacuuming, dusting, washing windows and blinds, washing baseboards, clean mirrors, empty garbage cans, and spot cleaning walls
- Sanitize shower areas, disinfect toilet areas
- Deliver laundry to appropriate rooms
- Report customer complaints and take some immediate remedial action
- Check areas of responsibility for any defects which require repairing and notify the Service Manager
- Accompany the Lead Hand/ Manager on the daily and weekly inspection of the areas of responsibility
- Assist with the unloading of supplies when necessary
- Promptly address guest requests in a professional manner
- Carry out responsibility as part of emergency team
- May be assigned to kitchen, housekeeping, or janitorial department, depending on skills and operational requirements
- Prepare vegetables, i.e. potatoes, carrots, onions
- Wash pots and dishes, when required
- Check areas of responsibility for any defects which require repairing, and notify the Manager/Chef
- Clean and sanitize heavy duty kitchen equipment, e.g. steamers, slicers, ovens etc
- Remove air filters above fryers and clean to prevent fires

- Attend meetings and training courses as required
- Adhere to all safety policies and procedures as per task, product usage, or PPE requirements
- Participate in Toolbox and Safety meetings, complete Field Level Risk Assessment, and Hazard Identifications on a daily basis
- Report any maintenance issues and safety concerns to a supervisor
- Any other job duties as assigned

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have the capacity to work long periods away from home, may result in working up to fourteen (14) consecutive 12-hour workdays, however this can be extended due to inclement weather or other unforeseen circumstances. Shifts include nights and weekends, holidays and in emergency situations as required.
- Ability to stand for extended periods of time
- Constant hand, arm and finger use
- To frequently function in activities involving walking, bending, squatting, reaching
- The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds, and occasionally lift up to 40 pounds

#### **JOB REQUIREMENTS:**

- Minimum 2 years of experience in a large camp environment would be preferred
- Experience in cleaning or janitorial work is an asset
- Customer Service experience would be considered an asset
- Maintain consistently high standards of cleanliness with an eye for detail
- Positive and enthusiastic attitude
- Strong communication and team building skills
- Neat and tidy appearance

*Labrador Catering recognizes the Impacts and Benefits Agreements with the Innu Nation and the Nunatsiavut Government in which Innu and Inuit workers have first preference for employment at the Voisey's Bay Mine Site. It also recognizes a commitment to give qualified workers from Labrador priority for employment opportunities.*

*Innu Nation members and Nunatsiavut beneficiaries can also apply through Vale's Aboriginal Employment Coordinators.*

***Please ensure you include your full name, address, community and province when applying.***

*Interested applicants are encouraged to submit their resume despite the closing date*

Email resume to: labcateringhr@eccltd.ca

**Job Posting Date: May 15, 2025**

**Job Posting Closing Date: May 31, 2025 – PLEASE LIST JOB TITLE IN SUBJECT LINE**