Abbeyfield Scarborough Bluffs
Scarborough, Ontario

House Coordinator

Description

Abbeyfield House Scarborough Bluffs is a community-based organization that provides housing for independent seniors in a supportive and harmonious environment. Located on a residential street in Scarborough, the house has room for up to 10 residents who live in private rooms with the support and companionship of a live-in House Coordinator. Abbeyfield House Scarborough Bluffs is looking for a live-in House Coordinator.

Abbeyfield House Scarborough Bluffs is committed to supporting diversity, equity and inclusion. We support people of all backgrounds, races, ethnicity, beliefs, gender, sexual identity, disability and culture to feel respected and valued.

Job Description

Reporting to the Board of Directors, the candidate will manage all aspects of House operation, including organizing and preparing 10 meals per week, lunch and dinner, plus light housekeeping. Duties are required Monday through Friday. The House Coordinator must be a non-smoker.

Requirements

- Interpersonal and problem-solving skills in dealing with residents, staff and volunteers; strong communication skills; preparation of household records and reports to the Board
- Good command of the English language
- Attendance at short courses may be required
- Ability to prioritize diverse tasks
- High school diploma or equivalent, and a minimum of one-year related experience
- Current or willing to obtain certification in food handling, fire safety and first aid
- Knowledge of the aging process, nutrition and food preparation and the special needs of seniors
- Reasonable cooking and housekeeping skills
- Physically able to climb stairs, lift groceries, and operate light household equipment
- Ability to work independently under general supervision

Salary range: $35,000 to $45,000, plus room and board

To find out more about this unique opportunity in a supportive environment or for a detailed job description, please contact: abbeyfieldtoronto@gmail.com

Application closes Wednesday, October 12, 2022, at 5 pm