

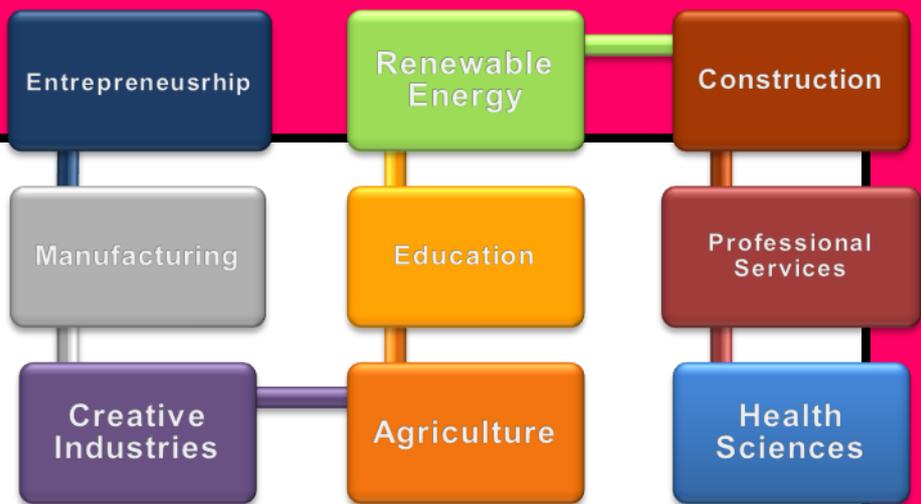
Welcome to Hot Jobs!

This is the eighth of ten bulletins that discuss

entry level positions within the promising sectors of Windsor-Essex. An **entry level job** is a position that does not require post-secondary education. A **promising sector** is a sector that will be growing in the next 3-5 years and therefore likely to create new jobs.

Use these bulletins as a tool to explore your future career options. An entry level position will give you experience and help you determine whether or not you'd like to pursue future training and education in that sector.

Tourism and Hospitality



There's a good chance that at some point in your life you will have a job in the **Tourism and Hospitality** sector because entry level positions make up a large portion of this sector. In our area there are a number of great arts and culture venues and organizations that attract tourists and highlight the talent that Windsor-Essex has to offer.



Continue reading to discover what transferable skills are and how Beatrice Giles' transferable skills relate to tourism and hospitality!

What the Employers Say:

Entry Level Positions

- Room Attendant
- Laundry Attendant
- Line Cook
- Restaurant Server
- Catering Server/Room Service Server
- Sales Coordinator*
- Accounting Clerk *
- Guest Services Agent
- Night Auditor*
- Maintenance Helper
- Porter (sets up meeting rooms)

*may require some experience

Employers are looking for someone who:

- Has a good work ethic
- Is able to handle responsibility and exercise common sense
- Has good communication skills and is able to work with the public
- Is loyal
- Is sociable and likes working with people

How Do I Get There?

- Gain valuable volunteer experience.
- Complete a co-op placement in an area that you are interested in.
- Gain experience planning events and working in group settings.

In 2012, there were
18,300 people employed
in the Tourism and
Hospitality sector in Windsor
CMA.

(Source: Statistics Canada, Labour Force Survey, 2012)

Take it from us...

Meet Beatrice Giles, who is a head maid for Molly Maid. This position has several transferable skills that relate to the Tourism and Hospitality sector. Read on to discover how Beatrice found her current position through the Targeted Initiative for Older Workers Program.

What is the Targeted Initiative for Older Workers?

The Targeted Initiative for Older Workers (TIOW) provides employment assistance services and employability improvement activities, such as skills upgrading and work experience, to assist unemployed workers aged 55 to 64 with their return to work.



Human Resources and
Skills Development Canada



Tell us about a typical day at work.

I am the head maid driver, so I am responsible for transportation for the maids and making sure they do their job properly. I also am responsible for the supplies. I have to make sure that they are ready for the maids to use. Finally, I call the customers and arrange a route based on the schedule for the day.

How did you get your job?

I was going through a really rough time. I took the Targeted Initiative for Older Workers Program at the Unemployed Help Centre. This gave me skills in customer service. I was placed with Molly Maid for an interview and got the job. I'm very grateful that they gave me a chance.

What do you love about your job?

The customers. I have the opportunity to get to know them and see them on a weekly or biweekly basis. They really appreciate the work that we do and they are so happy to get the help.

What skills are important for your work?

You need to have good social skills. It is important that you are able to get along with all kinds of people. You also need to be physically able to do the work, and you have to be clean and organized.

What are your future goals?

I see my story as a survival story as opposed to a success story. I used to think I'd retire from the shop I worked at, have a good pension and travel. My life took a different turn and that put an end to those goals. I'm happy that I'm more settled in a stable job now and I am determined to do the best that I can until I retire.

What advice do you have for students or people who are looking to re-enter the workforce?

Students need to stay in school. It is important that they research fields that are in demand and understand the realities of the field they hope to work in. I also advise people not to give up. I went through a rough time, but through that I learned to accept the help that people offer. I also learned that people really do care. You need to grab the opportunities that come your way and make the best out of them.

What do you like about working in Windsor-Essex?

I love Windsor. I've been here since I was twelve years old and I love being close to everything. We are close to the border, we have beautiful parks and views, and we have nice weather.

Transferable Skills:

Skills that can be used in many different situations.

For example:

researching, multitasking, time management, public speaking,

Turn the page to learn about Employment Ontario Service providers who can assist you in your job search.



Employment Ontario Employment Service Network

Employment Ontario helps Ontarians find work. The service network includes the following locations that provide resources – such as information about who's hiring in your community – as well as personalized advice and services to help people assess their skills and experience, find work and start on the path to skills training.

Employers can contact the Employment Ontario Service Network to find people with skills ready to work.

EMPLOYMENT ONTARIO

Your job is out there. We'll help you find it.

Check out these locations near you!

Windsor **Belle River**
Kingsville **Amherstburg**
Leamington **Essex**

City of Windsor Employment and Training Services

www.etsforsuccess.ca

**400 City Hall Square
East, 1st floor
Windsor, ON, N9A 7K6
519-977-6444**

New Canadians' Centre of Excellence Inc.

www.ncceinc.org

**660 Ouellette Ave., 2nd floor
Windsor, ON, N9A 1C1
519-258-4076**

**24 Oak St. E., Unit 7
Leamington, ON, N8H 2C2
519-326-6224**

South Essex Community Council

www.secc.on.ca

**215 Talbot Street East
Leamington, ON, N8H 3X5
519-326-1873**

**30 Main St. East
Kingsville, ON N9Y 1A2
519-733-5784**

**Essex Community Services
35 Victoria Avenue, Unit 7
Essex, ON, N8M 1M4
Contact Leamington or
Kingsville for appointment**

Collège Boréal Employment Options Emploi

www.employmentoptionsemploi.ca

**7515 Forest Glade Dr.
Windsor, ON, N8T 3P5
519-988-1766**

**75 Wyandotte St. West, Unit 6
Windsor, ON, N9A 5W6
519-252-1562**

St. Clair College Employment Centre

www.stclaircollege.com

**Roundhouse Centre, Unit 2– 3015
Howard Ave.
Windsor, ON, N8X 3Y9
519-253-4461**

**Self Employment Assistance Office
(Located at the
Roundhouse Centre)
519-972-7705
seaoffice@stclaircollege.ca**

**400 Sandwich Street South,
Unit 1500
Amherstburg, ON, N9V 3L4
519-736-2827**

Unemployed Help Centre

www.uhc.ca

**6955 Cantelon Drive
Windsor, ON N8T 3J9
519-944-4900**

**612 Notre Dame Street, Box 720
Belle River, ON, N0R 1A0
519-944-4900**

Greater Essex County District School Board Employment Assessment Centre

www.theassessmentcentre.org

**47 Pearl St. E.
Kingsville, ON, N9Y 1K3
519-733-6396**

**1410 Ouellette Ave.
Windsor, ON, N8X 5B2
519-971-9698**

**215 Talbot Street East
Leamington, ON, N8H 3X5
519-326-0513**

**20 Talbot Street South
Essex, ON, N8M 1A7
519-776-8711**

Self Employment Service

www.selfemploymentservice.com

**215 Talbot Street East
Leamington, Ontario
N8H 3X5
519-326-0237**

Windsor Women Working With Immigrant Women Employment Service Centre

www.wwwwiw.org

**500 Ouellette Ave., 3rd Floor
Windsor, ON, N9A 1B3
519-973-5588**

Women's Enterprise Skills Training of Windsor Inc.

www.westofwindsor.com

**201- 647 Ouellette Avenue
Windsor, ON, N9A 4J4
519-256-6621**