



Required Information

Direct Deposit

Arcus uses direct deposit for depositing your pay cheques.

Please provide us with a void cheque and your e-mail address. If you do not have cheques you can obtain a form from your bank that will have all the relevant banking information. Your pay stubs will be sent to your e-mail address.

If you require any additional information do not hesitate to contact Corinna Robic in the payroll department (corinna@arcus.email)

Caring About Food Safety

You are required to have "Food Safe" or "Caring about Food Safety". To get a caring about food safety certificate please google "caring about food safety". Once completed either email to karen@arcus.email.

DL Abstract

We require a national/commercial abstract from ICBC and a copy of your driver's license. Go to ICBC online and request a national/commercial abstract and have it directly emailed to me at karen@arcus.email.

First Aid/CPR

All our staff are required to have Standard First Aid and CPR level C/AED. This is usually done during training unless you already have this.