

JOB DESCRIPTION

ZAP! COPY CENTER ATTENDANT

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Serves customers at Zap!, operates the various machines, and attends to the day-to-day tasks required to run the center.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the Business Operations Manager through the Manager, Zap!
2. Reports to the Manager, Zap! or the Supervisor.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Operates various machines associated with Zap!
2. Is responsible for basic service and maintenance calls for these machines and for contacting the Manager or Supervisor when maintenance or repairs are required.
3. Ensures machines and paper storage areas are properly stocked.
4. Ensures the areas in use by the center are clean and orderly and that all exams and other files are correctly cared for and filed.
5. Ensures the security of the floats, cash, inventory, and the facility.
6. Explains Zap! and Society policy to customers.
7. Opens and closes the shop as required.
8. Other duties as assigned by the Manager.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Experience with photocopy or fax equipment and basic computer Word Processing skills including opening files and printing files from a disk is required.
3. Experience handling cash is required.
4. Ability to work quickly and accurately under pressure.
5. Must be dedicated to a high level of customer service.
6. Ability to be flexible under stress and in dealing with difficult people.
7. Must be punctual and reliable.
8. Experience with MS Office is an asset.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.