

JOB DESCRIPTION
BEVERAGE SERVICE ATTENDANT
BUSINESS OPERATIONS DIVISION
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Sell and deliver food and beverages to patrons.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the General Manager, through the Felicita's Manager(s).
2. Reports directly to the Supervisor, or to the Felicita's Manager(s).

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. Sell and deliver all food and beverage items to patrons while maintaining Liquor Control Act policies of over service.
2. When no security Attendant is on shift the Service Attendant is responsible for requesting proper identification. Must be able to look at a variety of types of identification and determine if it is legitimate.
3. Provide fast, efficient and courteous service to patrons.
4. Maintains constant flow of dishes through the glass washer.
5. Responsible for maintaining, stacking cases for empty bottles at sink area.
6. Responsible for ringing in all items ordered and receiving full payment for all orders.
7. Responsible for keeping tables, ashtrays and floor in section clean at all times.
8. Responsible for informing co-workers of any security problems or potential problems.
9. Responsible for emptying full garbage cans during shift.
10. Responsible to reconcile cash and float at the end of the shift.
11. Responsible to empty bus pans and ensure that the wait station is tidy and adequately stocked.
12. Other related duties as assigned.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Must have a valid "Serving It Right" certificate.
3. Must be organized and have cash handling experience.
4. Minimum of one years' experience serving in a busy liquor and food establishment required.
5. Dedication to a high level of customer service.
6. Must be nineteen (19) years of age or older.
7. Restaurant or bar POS system experience required.

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.

Amended LMC Email 2016-09-28

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