

## JOB DESCRIPTION

### **GENERAL WORKER - BEAN THERE**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Responsible for all aspects of food preparation, handling, food service, customer service, and clean up.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports and is responsible to the Business Operations Division Manager through the Food Services Management and/or the Supervisor on duty.

#### **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. Prepares and sells food & beverage items, in a friendly way, according to the recipe.
2. Helps to maintain adequate levels of stock in relevant food service areas and restocks area prior to end of shift for the following shift.
3. Ensures a high standard of cleanliness in food services and customer areas, including bussing hallways, seating areas and offices.
4. Adheres to and maintains Health Department standards and by-law regulations.
5. Operates cash register which includes ringing in items quickly and accurately as well as providing proper change to customers in an efficient manner.
6. Assists in preparation of food and coffee drinks.
7. Other related duties as assigned by Food Services Management and/or Supervisor on duty.
8. Assists in other areas as required.
9. Responsible for notifying the appropriate Supervisor on duty of any problems or concerns related to stock levels and food spoilage.
10. Responsible for the regulation of proper food portions.
11. Ensures all equipment is used and maintained in a proper and safe manner.

#### **QUALIFICATIONS:**

1. Must be a member in good standing of the University of Victoria Students' Society.
2. Minimum one year's experience working in a high volume food establishment is required.
3. Experience serving a high volume of customers and handling cash quickly and efficiently is an asset.
4. Commitment to a high level of customer service is required.
5. Must be able to work as part of a team.
6. Must be punctual and reliable.
7. Demonstrated basic knowledge of food preparation skills.
8. Food Safe Level I certificate is 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.