

## JOB DESCRIPTION

### **BEVERAGE SERVICES SUPERVISOR**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Supervises all beverage service employees on shift and participates in the preparation and selling of beverage products in Felicita's, Vertigo, and other licensed areas.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Is responsible to the Business Operations Division Manager through the Beverage Service Managers.
2. Reports directly to the Beverage Services Managers.

#### **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 all beverage items on all menus.
2. Maintains adequate levels of stock in licensed areas and reports stock shortages to the Manager.
3. Ensures a high standard of cleanliness in licensed and customer areas.
4. In the absence of a Manager, is responsible to adhere to and maintain UVic Liquor policy, Liquor Regulations, Criminal Act, Health Department Standards, and by-law regulations.
5. When a Security Attendant is not on duty the Supervisor must ensure that everyone is being asked for proper identification. Must be able to look at a variety of types of identification and determine if it is legitimate or not.
6. In the absence of the Manager and a Security Supervisor, acts as a liaison with the appropriate authorities.
7. Responsible for completing tasks as outlined in schedule or assigned by the Beverage Services Managers.
8. Ensures that the Beverage Service Attendants have completed their duties after every shift.
9. Ensures incoming stock shipments are received and placed into the appropriate stock areas.
10. Ensures all staff on shift take appropriate breaks, while ensuring smooth and continuous operation of the department.
11. Reports any equipment/building maintenance problems to the Manager immediately.
12. Consistent with the other duties and responsibilities, oversees the operations by providing a physical presence and assisting, training, and supervising staff as much as possible.
13. Responsible for securing and alarming all bar and liquor areas.
14. Prepares inventory reports for the Manager as and when directed.
15. Ensures that all policies and procedures of the Society and the Collective Agreement are adhered to.
16. Assists the Beverage Services Managers with the training and written evaluations of employees.
17. Prepares floats for waitstaff.

18. Reconciles cash, prepares deposits, and secures all cash as directed by the Manager.
19. Responsible for notifying Management of any reasonable breaches to policies and/or procedures in the workplace.
20. Responsible for the daily scheduling of breaks and taxi sharing.
21. Communicates with the Beverage Services Managers about any problems or other noteworthy points.
22. Other related duties as assigned by the Beverage Services Managers, or the Business Operations Division Manager.

**QUALIFICATIONS:**

1. Must be a member in good standing of the University of Victoria Students' Society.
2. A minimum of one (1) years' bartender experience in a high volume pub or restaurant is preferred.
3. A minimum of six (6) months' supervisory experience is required.
4. An understanding of beverage preparation techniques and the applicable legislation is required.
5. Familiar with the Liquor Control Act and the terms and Conditions of a Liquor Primary License is required.
6. Must be nineteen (19) years of age or older.
7. Experience handling cash.
8. Current, updated "Serving It Right" certificate and Foodsafe Level I Certificate required.
9. Dedication to a high level of customer service is required.
10. Must be able to work as part of a team.
11. Good organizational skills.
12. Ability to work independently with little supervision.
13. Working Knowledge of Squirrel or similar POS system 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