

JOB DESCRIPTION

SECURITY ATTENDANT - BEVERAGE SERVICES

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. To ensure a high level of security in and around licensed areas at all times.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to Business Operations Manager through the Beverage Services Managers.
2. Reports directly to 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. To control the entry of patrons into all licensed areas.
2. To check for legal identification, to control problems or potential problems.
3. To ensure Liquor Control Act policies are enforced.
4. To maintain bag check station and to collect cover charge if necessary.
5. When slow periods occur, assist in cleaning tables and bringing in liquor and kegs.
6. Responsible for set-up tasks as required.
7. Check washrooms and secure all areas at the end of a shift.
8. Other related duties as assigned by the Beverage Services Managers or the Business Operations Division Manager.

QUALIFICATIONS:

1. Must be licensed under the Security Services Act.
2. Must have "Serving It Right" certificate.
3. One years' experience as a Security Attendant in a busy licensed establishment required.
4. Must be nineteen (19) years of age or older.
5. Must have completed all training sessions outlined.
6. Dedication to a high level of customer level service.
7. Must be able to work as part of a team.
8. An active member in good standing with the University of Victoria Students' Society will be given priority if they meet all the qualifications.

This is a permanent job filled by a full-time employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.