

JOB DESCRIPTION

**SET-UP CREW - CATERING AND CONFERENCES**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

**FUNCTION:**

1. Assists the Catering and Conference Department with set-ups and resets for meeting rooms, conferences, special events and banquets.

**ORGANIZATIONAL RELATIONSHIP:**

1. Reports and is responsible to the Catering and Conference Coordinator and Manager but is under the overall authority of the General Manager

**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. Assist in the set-up and reset of rooms/areas for conferences, meetings, banquets and special events.
2. Other related duties as assigned.

**QUALIFICATIONS:**

**Required:**

1. Must be an active member in good standing of the University of Victoria Students' Society (registered in undergraduate classes).
2. Must be able to repeatedly lift 50lbs.
3. Must be able to follow detailed instructions.
4. Must be able to work as part of a team.
5. Must be punctual and reliable.
6. Must be able to work evenings and weekends as required.
7. Must be able to work independently with little supervision.

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.