

JOB DESCRIPTION

**ATTENDANT – CATERING AND CONFERENCES**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

**FUNCTION:**

1. Assists in the preparation, delivery and clean-up of banquet and conference food service.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports and is responsible to the Catering and Conference Supervisor, Coordinator and Manager but 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. Deliver food and beverage services to clientele.
2. Provide fast, efficient and courteous service to clientele.
3. Bus and clean meeting/banquet rooms.
4. Record and report all delivered food and beverage items.
5. 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. Valid "Serving it Right" certificate.
3. Must be organized and have cash handling experience.
4. Dedicated to a high level of customer service.
5. Must be able to work as part of a team.
6. Must be punctual and reliable.
7. Ability to work independently with little supervision.
8. Ability to be flexible under stress and in dealing with difficult people.
9. Six (6) months of banquet and/or food services experience.
10. Must be able to work evenings and weekends as required.

Preferred:

1. Valid FOODSAFE Level 1 certificate.

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.