

JOB DESCRIPTION
FOOD SERVICE/CATERING ATTENDANT
BUSINESS OPERATIONS DIVISION
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Assists in banquet and conference food service.
2. Delivers food service to conference clientele.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the Business Operations Division Manager through the Catering and Conference Manager.
2. Reports to the Catering and Conference Manager.

DUTIES:

1. Delivers food and coffee services to conference, banquet and meeting room guests.
2. Provides fast, efficient and courteous service to clientele.
3. Responsible for ongoing bussing and cleaning of meeting/banquet rooms.
4. Responsible for recording and reporting all food and beverage items delivered to meeting/banquets rooms.
5. Other related duties as assigned by Business Operations Division Manager and/or Catering and Conference Manager.

QUALIFICATIONS:

1. Must be an active member of the University of Victoria Students' Society.
2. Must be punctual and reliable.
3. Dedication to a high level of customer service.
4. Six months of banquet and or serving experience required.
5. Must be able to work evenings and weekends as required.
6. Must be able to work independently with little supervision.

This is a student, on-call, part-time, hourly waged, union position.