

JOB DESCRIPTION
CATERING AND CONFERENCE SET-UP CREW
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. Is responsible to the Business Operations Division Manager through the Catering and Conference Manager and or the Catering and Conference Coordinator.
2. Reports to the Catering and Conference Manager and or the Catering and Conference Coordinator.

DUTIES:

1. Assists in the set-up and tear down of rooms/areas for conferences, meetings, banquets and special events.
2. Other related duties as assigned by the Division Manager, Catering and Conference Manager and or Catering and Conference Coordinator.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Must be able to lift 50lbs.
3. Must be punctual and reliable.
4. Must be able to work evenings and weekends as required.
5. Must be able to work independently with little supervision.

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