

JOB DESCRIPTION
BEVERAGE SERVICE ATTENDANT
BUSINESS OPERATIONS DIVISION
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Sell and deliver food and beverages to patrons.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the Business Operations Manager, through the Beverage Services Managers.
2. Reports directly to the Supervisor, or to the Beverage Services Managers.

DUTIES:

1. Sell and deliver all food and beverage items to patrons while maintaining Liquor Control Act policies of over service.
2. When no security Attendant is on shift the Service Attendant is responsible for requesting proper identification. Must be able to look at a variety of types of identification and determine if it is legitimate.
3. Provide fast, efficient and courteous service to patrons.
4. Maintains constant flow of dishes through the glass washer.
5. Responsible for maintaining, stacking cases for empty bottles at sink area.
6. Responsible for ringing in all items ordered and receiving full payment for all orders.
7. Responsible for keeping tables, and floor in section clean at all times.
8. Responsible for informing co-workers of any security problems or potential problems.
9. Responsible for emptying full garbage cans during shift.
10. Responsible to reconcile cash and float at the end of the shift.
11. Responsible to empty bus pans and ensure that the wait station is tidy and adequately stocked.
12. Other related duties as assigned by the Business Operations Division Manager and/or the Beverage Services Division Managers.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Must have "Serving It Right" certificate.
3. Minimum of 6 months experience waiting in a busy liquor and food establishment required.
4. Dedication to a high level of customer service.
5. Must be nineteen (19) years of age or older.
6. Maitre'D or a similar POS system experience an asset.

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