JOB DESCRIPTION
GENERAL WORKER- HEALTH FOOD BAR (HFB)
FOOD SERVICES
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Responsible for all aspects of food preparation, handling, clean up and customer service.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the HFB Supervisor, ACDP, CDP and Food Services 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. Prepare and sell food and beverage items.
2. Provide friendly and efficient customer service.
3. Maintain stock in relevant food service areas and restock area prior to end of shift.
4. Ensure a high standard of cleanliness in food services and customer areas.
5. Adhere to and maintain Public Health Act, Food Premises Regulations.
6. Operate the Point of Sale (POS) system ensuring all items are properly recorded and proper payment procedures are followed.
7. Notify the appropriate Supervisor of any issues.
8. Ensure proper food portions.
9. Ensure all equipment is used and maintained in a proper and safe manner.
10. 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 FOODSAFE Level I certificate.
3. Organized and have cash handling experience.
4. Dedicated to a high level of customer service.
5. Able to work as part of a team.
6. Punctual and reliable.
7. Demonstrated basic knowledge of food preparation skills.
8. Ability to work independently with little supervision.
9. Ability to be flexible under stress and in dealing with difficult people.

Preferred:

10. Experience working in a high volume food outlet.

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.

Approved at JLMC March 25th, 2026