

PART-TIME POSITION DESCRIPTIONS

Bar Back

In this position, the employee will be responsible for making sure that the bar is fully stocked at all times with product, ice, supplies, etc. The Bar Back will also ensure the facility is maintained to the highest standard of cleanliness by cleaning and polishing bars, counters, booths, tables, chairs, stools, shelves, equipment, etc. Bar Backs will also be responsible for maintaining the washrooms and lobby of the Student Centre.

Coat Check Clerk

In this position, the employee will be responsible for providing friendly, prompt, and accurate service at our Coat Check counter during events. The Clerk will collect items to be stored, dispense claim ticket(s), store items properly, charge door fees, gather event tickets, and return items to guests upon claim ticket(s) presentation. Clerks will also be responsible for ensuring their work space is kept clean and organized at all times.

Customer Service Representative

In this position, the employee is the front line contact for students in our office spaces. The CSR will have extensive knowledge of all SA operations and services and will be well versed in the Student Insurance Plan and club and society processes. CSRs will also be given general office duties such as filing, photocopying, answering the phone, etc.

Dishwasher

In this position, the employee is responsible for properly cleaning and sanitizing all dishes, glassware, utensils, and pots. The Dishwasher will ensure both the front of the house and the back of the house is kept clean and orderly at all times. Dishwashers will also be responsible for taking out the cardboard and garbage on a regular basis.

Event Security

In this position, the employee is responsible for ensuring the safety of all guests, inside and outside the facility, while enforcing all Liquor License laws and abiding by the guidelines as prescribed by the Ministry of Community Safety and Correctional Services. Security will inspect identification; monitor entrances/exits and capacity levels; conduct frequent washroom checks; regularly patrol facilities; resolve conflict; and maintain accurate records for incident reporting. Security must hold a valid security license and First Aid/CPR certificate.

FS Cashier

In this position, the employee is responsible for taking customer orders, entering the information into the Point of Sale computer, and processing payments in a quick and accurate manner. The Cashier will have extension knowledge of all menu offerings and promotions. Cashiers will also be responsible for stocking product; cleaning equipment; maintaining cleanliness standards in café area and removing garbage regularly.

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Host/Hostess

In this position, the employee will greet and seat customers, with clean menus and cutlery, according to the prescribed seating chart. The Host/Hostess aids the server in bringing out menu items and will be required to clear tables on a regular basis. Hosts/Hostess' are also responsible for stocking products, rolling cutlery, maintaining the cleanliness of the restaurant, and ensuring our customers feel welcome at all times.

Line Cook

In this position, the employee will be responsible for the daily preparation of all menu items for both the cafe and Pub & Restaurant. The Cook must adhere to all food preparation standards, recipes, and portion sizes in a safe, sanitary, and timely manner. Cooks will set-up their workstation according to the guidelines established; restock products as required; and clean and sanitize often to ensure the utmost cleanliness standards. Cooks are also required to clean and organize the Kitchen on a regular basis.

Promotions Crew

In this position, the employee is responsible for promoting various events and services of the SA through many mediums. The Crew Member will put up/take down posters; update the outdoor sign; create promotional videos; assist in event set-up/tear-down; run stage contests; and canvas the campus speaking to students. Crew Members must be outgoing and willing to step outside the conventional "box" to promote the SA's message.

Server

In this position, the employee is accountable for taking orders and serving food and beverage, including alcohol, responsibly to our customers on a cash and carry basis. The Server must be well versed in all menu items and daily promotions. Servers will set-up their workstation according to the guidelines established; restock products as required; and clean and sanitize the bar, chairs, tables, fridges, storage rooms, often. Servers must adhere to all Liquor License laws and SA policies.