JOB TITLE: **SERVER/BARTENDER**

Supervisor: Front of House Coordinator

Type of position: Casual

Pay rate: $19.88

Hours: Variable and can change seasonally, 10-20 hours per week casual

The Grad House is looking to hire a server/bartender for one or two shifts per week during August as well as a couple shifts per week in the Fall term.

Position Overview

The duties of servers/bar tenders include preparing dining space for meal service, taking customers’ orders at the bar and announcing when orders are ready for pick up, serving drinks, ensuring guest satisfaction, handling payment, complaints/concerns of customers and the cleaning up before, after and during service.

Essential Job Functions

Serving

* Input food orders into POS system and ensure customers are aware of where to pick up their meals
* Serve food and beverages to guests in accordance to prescribed method
* Provide food and beverage product knowledge
* Use proper serving techniques
* Total bill and accept payments
* Cash out and reconcile cash with total sales
* Stock station and perform assigned side duties
* Follows all heath and safely regulations, all restaurant regulations

Bartending

* Receive drink orders from guests
* Mix and serves alcoholic and non-alcoholic drinks for guest following standard recipes
* Make manager aware of liquors, other beverages and supplies needing to be ordered
* Check ID’s to ensure they are of legal drinking age
* Practice responsible alcohol service
* Control and limit waste, record spillage
* Follows all heath and safely regulations, all restaurant regulations

Bussing

* Maintain cleanliness and sanitation of the front of the house including tables, chairs, floors
* Clean and clear sections
* Wash and sterilize glassware
* Other duties as assigned

Qualifications / Knowledge

* Serving It Right required
* FOODSAFE, WHMIS preferred
* Knowledge of the products, services, sector, industry and local area
* Knowledge of relevant legislation and regulations around serving alcohol, food safety, etc.
* Must be able to perform simple math calculations
* Must be able to move quickly and stand for long periods of time
* Ability to lift up to 25lb

Skills/Aptitudes

* Provide excellent customer service
* Capacity to communicate clearly with co-workers, guests
* Efficiency in all aspects of job performance

How to apply:

Send your cover letter and resume to the attention of Mr. Neil Barney, Operations and Services Manager via email to gssops@uvic.ca. Please attach the cover letter and resume as a single PDF file and use the job title you are applying for as the email subject.

**Posting will close once the position is filled.**