



Job Description

Food and Beverage Server

Reports To: Senior Manager, Pembroke and Perth Operations

Mission: *To create an environment that inspires a passion for student success.*

Desired Results of the Position:

- Provide food and beverage services in The Landing Lounge by providing a clean, safe, and fun experience that attracts students to gather for the purposes of friendship and renewal.

Nature and Scope

Reporting to the Senior Manager, Pembroke Operations, this position's primary responsibility will be the delivery of reliable food and beverage services to the students and guests of Algonquin College. They will assist in executing an annual program of events in The Landing Lounge that will foster the social and cultural needs of Algonquin students. The Food and Beverage Server must contribute to the Students' Association's strategic vision of creating a prideful and spirited campus while upholding the professional image of the SA.

Job Duties

- Daily operations of The Landing Lounge, including but not limited to serving customers, daily sales transactions and reports, open/close procedures, food and beverage ordering/stocking, monthly inventory, cleanliness, and compliance with the laws set out by the Alcohol and Gaming Commission of Ontario and Renfrew County Health Department
- Assist in aspects of the execution of events in The Landing Lounge as coordinated by the Fitness and Lifestyle Coordinator
- Must be able to commit to monthly evening events that extend past regular lounge operation hours; Trivia Night, Dirty Bingo, Rockstar Karaoke, Comedy Night, and other programming
- Rearrange or move furniture and fixtures to accommodate staging for events.
- Help ensure students are aware that events are presented or sponsored by the Students' Association. For example, the use of the SA banner and/or logo at all SA-sponsored events.
- Promote events on an ongoing basis during daily lounge operations
- Establish harmonious and productive working relationships with students, as well as Students' Association and Algonquin College staff.
- Implement a high standard of customer service skills in the Algonquin community.
- Record and report any incidents in The Landing Lounge promptly.
- Must be able to work a flexible workweek.

- Other duties as assigned.

Core Competencies

- Decision Making and Judgement
- Problem Solving
- Mediating and Negotiating
- Confidentiality
- Relationship builder

Desired Skills and Qualifications

- Minimum 2 years' experience bartending.
- Experience in an event/licenced venue supervision.
- Excellent customer service skills and strong interpersonal skills.
- Ability to work in a team environment as well as independently with limited supervision.
- Proficient computer skills
- Ability to complete and calculate financial transactions.
- Ability to be Smart Serve certified.
- Ability to be certified in Safe Food Handling.
- G Drivers Licence and access to a vehicle would be an asset

Compensation:

- Term position – August 27th, 2024 to April 25th, 2025
- \$28/hr, 35-44 hours per week

Application Procedures:

Submit a cover letter, resume & minimum of three professional references in one PDF to:
Connor Benson

Senior Manager, Pembroke and Perth Operations

Algonquin Students' Association

bensonc1@algonquincollege.com

www.AlgonquinSA.com

Application Deadline:

August 6th, 2024

The Algonquin Students' Association values diversity and is an equal-opportunity employer. We offer an inclusive work environment and encourage applications from all qualified individuals. Workplace accommodations are available.

While we thank all those who apply, only those to be interviewed will be contacted.