



Job Description

Cashier & Food Runner

Reports To: Manager, Front of House

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

Desired Results of the Position:

- A professional and reliable hospitality experience that serves the Algonquin Students' Association community
- An engaged staff member that inspires all staff to deliver excellent work
- Active two-way communication between management and staff that ensure effective operations

Nature and Scope:

The Cashier, under the direction of the Manager, Front of House, will provide excellent food and beverage service. A cashier will always ensure that they follow proper service regulations and ensure a safe and welcoming operation. They will serve and prepare food and beverages that enable the Observatory, Wolves Den, and Students' Association Catering to succeed. A Cashier will build effective relationships with peers and supervisors, meet the highest commitment to quality, and build customer loyalty through exceptional service. They will act as members of the part-time staff team in the front of House, following detailed instructions to ensure that all recipes, preparations, and products meet the Hospitality Department's specifications and commitment to quality.

Job Duties:

- Work with the Manager, Front of House, and set a positive example for fellow staff.
- Reinforce a positive work environment that produces a high level of satisfaction among all customers, staff, fellow employees, and clients.
- Take orders and provide exceptional food and beverage service for all customers.
- Complete daily assigned side duties. Including; Inventory checks, food and beverage preparation, temperature logs, cleaning, following opening and closing checklists, maintenance schedules.
- Follow the proper recipe and presentation standards for all menu items.
- Execute all aspects of daily Front of House operations to the highest quality.

- Responsible for abiding by all AGCO rules and procedures for the safe and responsible sale of alcohol.
- Help to execute catering and special orders, and work outside regular hours.
- Maintain, clean, and properly store all equipment and supplies.
- Follow operational policies and procedures, help ensure the safety of all employees during each shift.
- Maintain regular and consistent attendance and punctuality.
- Know all menu items, follow proper assembly instructions for all menu items and specials.
- Record waste, breakage and damage in provided logs and reports them to the manager on duty.
- Familiar with all the first aid stations, supplies, and equipment. Report any injuries or accidents to the manager on duty immediately.
- Wear clean and proper staff attire require at all times when working.
- All other duties as assigned.

Core Competencies:

- Customer Focus
- Communication
- Energy and Stress
- Team Work
- Quality Orientation
- Quick learning

Desired Skills and Qualifications:

- Hospitality or Food Service experience is an asset
- Ability to perform sustained physical activity for extended periods
- Willing to work non-traditional shifts
- Strong interpersonal skills
- Maintain an effective working relationship with managers, and other employees
- Smart Serve (required)
- OWHSA (required)
- WHMIS (required)
- CPR (preferred)
- First Aid certificate (preferred)
- Food handlers Certificate (preferred)

Work Conditions

- Work in a restaurant setting, with exposure to extreme temperatures
- Manual dexterity is required to use a desktop computer, tablet, knives, and other equipment
- Ability to lift 40lbs required
- High stress fast paced environment

Compensation:

- Salary: \$17.20 per hour
 - Required to work 3 shifts per week. Approximately 12-18 hours per work week
 - The work week will be flexible, with some weeks being more hours and some fewer hours
 - 4% vacation pay per pay period
 - Eligible for Front of House tip out
 - Contract term: January 2025 through April 2025
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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. If interested, please forward cover letter and resume to: wolvesden@algonquincollege.com