

POSITION TITLE:	Catering Crew Member
POSITION LEVEL:	Part-time, seasonal contract
SALARY RANGE:	\$15.00 per hour (general minimum wage)
REPORTS TO:	Hospitality Services Management Team
EDUCATION:	Ontario Secondary School Diploma, currently enrolled in a post-secondary institution
TECHNICAL:	Proficiency in Point-of-Sale systems and experience in a similar restaurant environment preferred; Smart Serve, Safe Food Handlers and Emergency First Aid certifications an asset

SUMMARY:

The Hospitality Services department oversees all hospitality operations of the Wilfrid Laurier University Students' Union on the Waterloo and Brantford campuses. Our operations consist of Wilf's Restaurant & Bar and The Turret on the Waterloo campus, and Golden Grounds Coffee Pub on the Brantford campus. Along with the daily aspects of a restaurant and nightclub/bar operations, a variety of catering and special events are held within the establishments. Reporting to the Hospitality Services Management Team, as Catering Crew Member you will bring value to the department by assisting in the set-up and execution of special events and caterings within Laurier and other locations. You will move furniture according to set-up requirements, set-up and take-down catering equipment as well as serve guests, clear dishes, and provide overall assistance as directed by the Hospitality Services Management Team.

SPECIFIC RESPONSIBILITIES:

Recognizing that the Catering Crew Member function encompasses a broad and wide variety of tasks and responsibilities, it is important to note that not all functions are contained within this definition, and the position itself should be ever changing and adaptive to best meet the needs of the Students' Union. Specific roles and responsibilities allocated to the position include, but are not limited to, the following:

- Operate in accordance to the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Remain knowledgeable of all applicable departmental and human resources policies and procedures of the Students' Union, as required;
- Protect the establishment and its guests by adhering to sanitation, safety, and alcohol beverage control policies as outlined by the Alcohol and Gaming Commission of Ontario and the Students' Union;
- Remain certified and up-to-date in Smart Serve, uphold and enforce all regulations pertaining to the storage, preparation, and delivery of food and beverage products;
- Ensure the delivery of exceptional guest service through maintaining high product quality and a professional atmosphere during catering events;

POSITION DESCRIPTION

- Prepare room(s) for events by moving and placing furniture according to set-up requirements, clothing tables and setting decorations, polishing glassware, placing, condiments, napkins, service plates, and utensils on tables as required;
- Aid in the delivery of meals accordingly;
- Retrieve any additional condiments or accompaniments as requested;
- Serve alcoholic beverages from satellite, non-fixed bars as required;
- Assist in clean-up and take-down after special events; and
- Any other duties as assigned by the Hospitality Services Management Team.

WORKING CONDITIONS & TIME COMMITMENT:

- Casual part-time, contract position, with a minimum expectation to work 4 shifts or 20hrs a month;
- Traditional hours of operation for both Wilf's Restaurant & Bar and The Turret are 11:00am to 2:00am, 7 days a week, however catering shifts may be schedule outside of these times and therefore evening and weekend work hours are to be expected;
- Due to the nature of the hospitality services industry, it should be noted that hours may vary, often being irregular, and may be modified at any time by the Director, Hospitality Services; and
- Work will mainly be completed standing and moving around the establishment. As well, the following physical activities are required as a major job function within this position:
 - Walking and standing as a major job function;
 - Carry and transport objects of various sizes up to a maximum of 50 lbs;
 - Pushing or pulling contents that weigh a maximum of 75 lbs; and
 - Stretching, reaching, bending, stooping, crouching and/or kneeling for short periods of time.