



### Food and Beverage / Guest Services Worker

Under the direction of the Food & Beverage Supervisor, canteen/concession/guest services staff are responsible for the food & beverage as well as guest services offered within the facility. This includes providing high quality service to the VIP suites, day-to-day canteen/concession & guest services and community rooms / conference space. The Food & Beverage staff will be responsible for maintaining the food service areas in a clean and safe condition.

#### Responsibilities & Tasks:

1. Maintain inventory of stock and ordering of food & beverage products.
2. Providing services based on menu for canteen / concession area.
3. Ensure food storage, food preparation and food service policies & procedures are adhered to.
4. Ensure food storage and food service areas are clean and clear at all times.
5. Operation of satellite concessions.
6. Monitor locker room assignments and coordinate key assignments.
7. Conduct general food & beverage operations and work nontraditional hours to meet the goals and objectives of building operations
8. Set-up, and tear-down for various events as event/operational requirements dictate.
9. Respond to the needs of the public and user groups; assist with resolving issues and provide exceptional customer service
10. Ensure all programs and operations are in compliance with regulatory requirements. (WHMIS/OHS)
11. Ensure all food & beverage operations meet the needs of the facility and users.
12. Cash-handling, maintaining and adhering to all financial policies and protocols.
13. Other duties as assigned
14. Operation of cooking equipment (non-fat equipment, stoves, burners, etc.)
15. Responsible sales of alcoholic beverages (19+)
16. Responsible sales of Atlantic Lotto products

#### Qualifications/Requirements:

Ability to provide a clear criminal records check

Previous food & beverage experience would be an asset

First Aid / CPR / AED, safe food handling and 'SmartServe' would be considered assets

Resumes can be emailed to [jennie.greencorn@pcwellnesscentre.ca](mailto:jennie.greencorn@pcwellnesscentre.ca). The Pictou County Wellness Centre thanks all applicants for their interest; however only those selected for an interview will be contacted.