

Job Information

Job title	Food & Beverage Server	C307	
Title of immediate supervisor	Assistant Manager, Food & Beverage Development & Operations		
Department/Division	Parks & Recreation, Cedar Hill Recreation Campus		
Prepared by	G. Parker		
Date Created	Feb 23, 2016	Revised date	
Dept Head Signature	Originally signed by Suzanne Samborski	Date	January 4, 2017

Job Purpose

Performs the day to day Clubhouse & Banquet/Catering services to guests.

Duties and Responsibilities

- Serves a wide variety of food & beverages.
- Operates a POS, receives cash, makes change and accepts payments for food & beverage products in an efficient and accurate manner.
- Provides exceptional customer service to all guests of Cedar Hill Recreation Campus
- Follows mandatory opening, closing & side duties listed in the Food & Beverage Procedures Manual, ensures facility is open and ready for operation within the prescribed time limits
- Ensures the facility is properly stocked, in accordance with First In First Out methods, with the required supplies at all times.
- Washes dishes as required.
- Assists in setting up and/or working events.
- Adheres to all safety standards, health regulations & house rules.
- Maintains a safe and clean work environment.
- Performs other related duties as required.

Qualifications

- Grade 10.
- Food Safe Level 1 Certificate and Serving It Right Certificate.
- One month of previous experience in a similar role.
- An equivalent combination of education and experience may be considered.
- Satisfactory Police Information Check with Vulnerable Sector.

Physical Requirements

Sufficient physical strength to perform the work and stamina to work varying shifts.

Working Conditions

Works in a food service environment.