



msvusu

THE MANAGEMENT POSITION OF

ASSISTANT MANAGER FOOD & BEVERAGE

THE ROLE OF THE FOOD & BEVERAGE ASSISTANT MANAGER

The Food & Beverage Assistant Manager is a hired student member of the management team of the Students' Union. The Food & Beverage Assistant Manager is responsible for assisting the Students' Union Food & Beverage Manager with the day to day operations and programming of Vinnie's Pub, the Crows 'N Go Snack Bar and the Crows Nest 24 hr computer lounge.

TRAINING

The Food and Beverage Assistant Manager will be required to receive the following training:

- TIAN'S Responsible Beverage Service
- Food Handling Certification
- First Aid
- St. John's Ambulance
- WHIMS
- Risk Management

REQUIREMENTS/QUALIFICATIONS

- Be a team leader
- Be able to deal effectively with difficult situations and individuals and work in a fast paced environment
- Be an organized and initiative driven individual able to multi-task
- Service Industry/Customer Service Experience
- Be enrolled in at least one class each semester (Fall & Winter)
- Have a GPA of no less than 2.0
- Be a mature individual
- Provide excellent customer service that includes being non-judgmental and understanding the importance of confidentiality.
- Supervision skills

Effective communication and promotion of the services is a vital part of this position and having an excellent grasp and understanding of the Mount community make-up and demographic is paramount.

INCOMING TRANSITION

- Work with the Food & Beverage Manager and VP Student Life to be aware of the programming events for the upcoming academic year.
- Ensure you have working knowledge of all contacts, suppliers and administrative tools related to the position.
- Participate in job shadowing with outgoing Food & Beverage Assistant Manager when possible.
- Participate in Students' Union transition workshops, retreats and visioning sessions when required.

RESPONSIBILITIES AND DUTIES

Vinnie's Pub & Lounge

- Assist in the execution of daytime and evening pub operations, programming and entertainment services to the Mount community.

Areas of responsibility will include:

Inventory, food handling/receiving, customer service, event programming, promotion of Vinnie's Pub & Student Lounge & coordination of Pub nights.

Crow 'N Go Snack Bar & Crows Nest Computer Lounge

- Assist in providing daytime and evening food retail services to the Mount community as well as the maintenance and upkeep of the Crows Nest 24 hour student computer lounge.

Areas of responsibility will include:

Inventory, staff supervision, event supervision, product receiving, customer service, retail promotions, food handling and food preparation.

Marketing & Promotions

- Work with the food and beverage manager to ensure that regular contests and promotions are delivered from both Vinnie's and the Crow 'n Go.
- Oversee the regular promotion of food and beverage specials and services via:
 - campus print media
 - email
 - social media platforms.