

## Guest Service Representative – Purple Pear Restaurant

### What We're Looking For:

Join our talented Food Services team in delivering an exceptional customer service experience to our guests in the high-energy, fast-paced environment of the Purple Pear.

As a Guest Service Representative, your primary responsibilities will be: ensuring guests receive prompt service that meets their food service requirements, preparing food, keeping a clean and tidy dining environment, and processing sales transactions in a friendly and accurate manner.

The ideal candidate has strong interpersonal skills, an attention to detail and accuracy, and thrives on the excitement and variety of a food services environment where no two days are alike but there is always a unique opportunity to provide a memorable guest experience.

### What You'll Do:

In this role, you will ensure that our guests receive prompt, excellent food service in the Purple Pear. Duties and responsibilities include:

- Order Taking – Assisting visitors with their food service requirements, greeting all guests, as well as suggestive selling and order taking.
- Food Preparation – Preparing all food requirements.
- Presentation – Ensuring all food presentation meets restaurant standards.
- Housekeeping – Ensuring work area, cafeteria and concession is clean and neat at all times. This includes all tables, chairs, counters, floors and equipment.
- Inventory Control – Assisting Manager with inventory control and order placement of product.
- Cash Handling – Processing all sales transactions as they occur, using correct cash handling procedures. Ensure all transactions are processed quickly and accurately.
- Guest Inquiries - Understanding the major aspects of the facility in order to answer “basic” guest questions; referring more difficult questions to the House Manager for handling.
- Other duties as required.

### Qualifications:

Desired knowledge and abilities:

- Excellent customer service skills.
- Excellent communication and interpersonal skills.



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- Food preparation experience.

Desired education and experience:

- Previous experience in the food service industry.
- Previous cash handling experience.
- Must provide proof of valid **ProServe** if selected as successful candidate.

**Note:** A Security Clearance Check is a condition of employment for successful candidates. Must be completed prior to commencement of work and is the financial responsibility of the candidate.

**Salary:** \$15.00 - \$17.29 per hour as per the 2016 Collective Agreement

**Hours of Work:** Must be available weekdays, and some evenings and weekends as required (flexible schedule) up to 30 hours per week.

**Posting:** ESSF 1411 (repost)

**Affiliation:** CSU 52

**Job Type:** Temporary Part-Time (until March 31, 2019)

**Quantity:** Up to 2

**Opening Date:** December 6, 2018

**Closing Date:** Until suitable candidate found

We thank all applicants in advance and advise that only those selected for an interview will be contacted. Please include availability in accompanying cover letter.

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