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POSTING NO.: ESSF 1447 (repost)
AFFILIATION: CSU 52

EMPLOYMENT OPPORTUNITY
EDMONTON SPACE & SCIENCE FOUNDATION
GUEST SERVICE REPRESENTATIVE - PURPLE PEAR RESTAURANT
PART-TIME
(Up to 2 positions)

Position Description

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.

About the Job

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 Enquiries - 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.

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Qualifications

Desired knowledge and abilities:

- Excellent customer service skills.
- Excellent communication and interpersonal skills.
- 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: $15.73 - $19.51 per hour as per the 2019-2022 Collective Agreement PT120

Hours of Work: Up to 24 hours per week. Must be available weekdays, and some evenings and weekends as required (flexible schedule).

Job Type: Part-Time

Opening Date: April 17, 2019
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.