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POSTING NO.: ESSF 1619

AFFILIATION: CSU52

**The Edmonton Space & Science Foundation  
Guest Service Representative – Purple Pear Restaurant  
Part-Time**

*The TELUS World of Science – Edmonton’s (TWOSE) mission is to: Ignite curiosity. Inspire discovery. Celebrate science. Change lives. Located in Treaty Six Territory, we are the destination to engage Albertans’ hearts and minds in science.*

*TWOSE is committed to diversity, equity, and inclusion. We encourage Indigenous peoples, persons living with disability, sexual and gender minorities, women and members of all minority groups to apply. All qualified candidates are encouraged to apply.*

**POSITION SUMMARY:**

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.

**DUTIES AND RESPONSIBILITIES:**

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

LAT 53° 33' 40" N LON 113° 33' 50" W

“basic” guest questions; referring more difficult questions to the House Manager for handling.

- Other duties as required.

### **QUALIFICATIONS:**

#### Knowledge and Abilities:

- Excellent customer service skills.
- Excellent communication and interpersonal skills.
- Food preparation experience.

#### Education:

- Previous food service industry and cash handling experience is considered an asset.

**Note:** A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

**Wages:** \$16.74-\$20.95 per hour based on 2017-2022 Collective Agreement (PT120).

**Hours of Work:** Up to 30 hours per week based on operational need. Must be available weekdays and evenings.

**Opening Date:** January 31, 2023

**Closing Date:** February 7, 2023 or until suitable candidates found.

**How to Apply:** [hr@twose.ca](mailto:hr@twose.ca)

**Please include cover letter and resume in one document. We thank all applicants and advise that only those selected for an interview will be contacted.**