

JOB POSTING INFORMATION

JOB TITLE: BAR SUPERVISOR - NIGHT

JOB CODE: SA-BSN-13

DATE POSTED: JULY 9, 2013

POSTING EXPIRES: JULY 24, 2013 AT 5:00PM

JOB TYPE: FULL-TIME, CONTRACT

TRAVEL REQUIRED: SOME

SALARY RANGE: COMMENSURATE WITH EXPERIENCE

LOCATION OF WORK: E.P. TAYLOR'S PUB & RESTAURANT, STUDENT CENTRE, NORTH OSHAWA CAMPUS

WILL TRAIN APPLICANT: TRAINING WILL BE PROVIDED

JOB SUMMARY

This is a contract position that will report to the Senior Manager of Hospitality. The successful candidate will be required to work weekends and extended shifts from time to time, in addition to their regular nighttime shift.

The Bar Supervisor – Night will be responsible for the nightly operations of the bar/restaurant and express outlets and will provide professional leadership and direction to all beverage/food staff. The applicant will be executing nighttime programming in conjunction with the Senior Manager of Hospitality and Campus Life Coordinator. The Bar Supervisor – Night will work with the Senior Manager of Hospitality and Bar Supervisor – Day to ensure that training, cash and inventory management are completed and reviewed on an on-going basis.

SUMMARY OF DUTIES:

- Supervise of all food and beverage staff to ensure quality and efficiency.
- Provide coaching, leadership and direction to all part-time staff.
- Provide input and oversee bi-yearly part-time employee evaluations.
- Daily balancing of tills and safes.
- Cash-outs of servers, bartenders, food service and door.
- Superior customer service and rapport with staff and customers.
- Responsible for beverage inventories and accountable for the accuracy of weekly inventory counts.
- Receive and store daily/weekly deliveries and maintain a par count on popular products.
- Maintain nightly schedule of events and promotions.
- Responsible for the management and discipline of part-time employees in regards to violations of policies and procedures.
- Oversee security and potential incidents/emergencies that may occur.
- Work closely with Campus Security (G4S) and emergency services when necessary.
- Other duties as assigned by the Senior Manager of Hospitality.



SKILLS:

- Strong communication skills, both oral and written and exceptional interpersonal skills.
- Organizational skills, time management and punctuality. Able to multi-task and change priorities to meet the needs of the operations.
- Strong conflict resolution skills; must have strong decision-making skills.
- Cash handling skills; demonstrates personal integrity and honesty.
- Knowledge of the Liquor License Act, Employment Standards Act, security guidelines, and safe food handling practices required.
- Proficient in Microsoft Office.

QUALIFICATIONS:

- Must be at least 19 years of age and undergo a Criminal Background Check.
- Minimum two years of hospitality experience required.
- Previous experience supervising others required.
- High school diploma required. Relevant college/university courses considered an asset.
- Smart Serve certified.

APPLICATION INFORMATION

RESPONSE METHOD:

EMAIL - studentcentre@dc-uoit.ca WITH THE SUBJECT LINE: BAR SUPERVISOR - NIGHT

APPLICATION INSTRUCTIONS: PLEASE SUBMIT A COVER LETTER AND RESUME OUTLINING RELEVANT EDUCATION AND EXPERIENCE BY EMAIL ONLY TO THE SPECIFIED EMAIL ADDRESS ABOVE.

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.