

Job Posting

Position: Associate Director of Operations, Pub Downunder
Reports to: Executive Director
Honarium: \$16.50/hour
Length of appointment: 8 months

Duties:

- Management of the Pub Downunder staff, bar, including security personnel;
- Ensure adherence to all requirements of the SGA/AGE, Pub Downunder and all regulatory bodies are met or exceeded;
- Ensure Bar activities provide an enjoyable and safe atmosphere for a broad cross-section of customers;
- Along with other team members, execute special events within the venue;
- exercise initial jurisdiction under the Pub Downunder code of sanctions;
- ensure that pub financial records are kept in accordance general financial management policies;
- may be required to serve behind the bar at times;
- ability to work a mix of days and nights as are determined by the business needs of the pub;
- Assist other management team members when volume requires doing so.

Qualifications:

- Possesses a related College or Hospitality/Culinary diploma or equivalent experience;
- Is Smart Serve certified;
- Has experience working with POS applications [Silverware]
- Has a proven ability to manage and cope with multiple and stressful situations;
- Has cash handling and inventory control experience;
- Has knowledge of Laurentian University setting and is able to work with multiple stake holders;
- Has a minimum 3 years' experience in a management capacity in a similar role;
- Has comprehensive understanding of the Ontario Regulatory regime surrounding the service of Alcohol, security licensing (e.g. AGCO, MCSCS), and liquor license liability;
- Has experience supervising staff members, and has an understanding of the demands of a student staff.

Please send a resume and cover letter to no later than August 14, 2013 to:



Charles Wilson
Executive Director
Laurentian University Students' General Association
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