

Huron University College Students’ Council

**Position Opening**

*\* Please note: applications for additional Beaver Dam positions will open in July or August \**

**Position:** Beaver Dam Bartender/Operations Manager

**Location:**  Huron University College, London ON

**Term:** Contract position for April 8, 2018 – April 30, 2019

**Schedule:** Up to 10 hours/week—days, evenings and weekends

**Wage:** $15/hour + tips

**Responsibilities:** Coordinate the operations of the HUCSC’s retail and beverage operations,

oversee sales and inventory of HUCSC apparel

**Reports to:** Vice-President Finance & Administration, HUCSC

1. **GENERAL DESCRIPTION**

The goal of the Huron University College Students’ Council (HUCSC) is to enhance the student experience of everyone who attends the College. The HUCSC hopes to impact every student who graduates from Huron in a positive and meaningful way.

In addition to academic programming, debates, social programming, student government opportunities, and the clubs system, the HUCSC operates a small retail and bar operation, *The Beaver Dam*, located in the Student Activity Centre. This operation serves as a point of sale for Huron merchandise, event tickets, as well as a variety of snacks, hot, cold and alcoholic beverages. *The Beaver Dam* has served as the central venue for HUCSC programming and club events.

The HUCSC is seeking a passionate individual to serve and assist the Vice President of Finance & Administration to enhance the scope of the operation. Ultimately, our goal is to provide quality service to Huron students, HUCSC clubs, and the broader campus community.

The Beaver Dam positions provide Huron students the ability to work flexible hours throughout the year. Our main objective by creating this program is to provide greater access to employment opportunities on campus for students with financial need. Students in financial need as determined by the Financial Aid Office may receive priority, but all interested individuals are encouraged to apply.

1. **DUTIES/RESPONSIBILITIES**

* Achieves operational and financial objectives by contributing information and recommendations; developing and implementing strategic action plans; implementing and upholding productivity, quality, and customer-service standards; ordering and picking up products and maintaining an inventory of merchandise, food and beverage supplies; controlling costs, analyzing variances and initiating corrective actions; reporting on financial requirements.
* Accomplishes human resource objectives by training, scheduling, coaching, and leading up to 5 employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; developing and reviewing compensation actions; developing and enforcing policies and procedures.
* Responsible for operating point of sale and monitoring inventory of HUCSC apparel; working alongside the Vice President of Finance & Administration to order HUCSC apparel as needed.
* Serves customers and performs duties while ensuring the safety of staff and patrons by conforming to and upholding all regulations of the Ontario Liquor License Act, University policies, in addition to all other regulations as set out by federal, provincial and municipal law.
* Maintains a safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; complying with legal regulations; securing revenues; developing and implementing emergency plans; maintaining security requirements; maintaining safety of surrounding spaces.
* Maintains patron satisfaction by monitoring, evaluating, and auditing merchandise, food, beverage, and service offerings; initiating improvements; building relationships with preferred patrons.
* Takes initiative to creatively improve bar operations, while checking in with the Vice President of Finance & Operations to ensure that changes comply with policy and financial expectations.

1. **QUALIFICATIONS**

* Knowledge and demonstrated commitment to the goals and priorities of the HUCSC
* Strong communication and management skills
* Exemplary organizational skills and an ability to work in a flexible environment
* Responsible, highly-motivated and willing to take initiative
* Ability to take direction and provide leadership in order to deliver on key priorities
* Superior conflict resolution and problem solving skills
* Commitment to quality customer service and knowledge of sales strategies
* Experience in customer service and/or sales (preferred but not a requirement)

1. **APPLICATION REQUIREMENTS**

* In order to be eligible for this position, applicants must be enrolled as a student at Huron University College as of September 2018
* Applicants must be of legal age to serve liquor in the province of Ontario and must be in possession of Smart Serve Ontario certification—if Smart Serve Ontario certification is not currently held, it will be the responsibility of the successful candidate to arrange for certification as soon as possible following acceptance of the position
* Applicants must possess basic first-aid and CPR training certifications—if training has not been completed, it will be the responsibility of the successful candidate to arrange for certification as soon as possible following acceptance of the position

Applicants are welcome to apply to additional HUCSC positions. All interested applicants should e-mail a cover letter and resume no later than **MIDNIGHT on Saturday, March 31st, 2018**. Candidates must be available for an interview in person **during the week of April 2nd, 2018**.Completed applications and requests for further information should be directed to:

Madison Kerr

Vice President Finance & Administration

Huron University College Students’ Council

Email: [vpfinance@myhuron.ca](mailto:vpfinance@myhuron.ca)

Phone: (519) 438 7224 ext: 369