

UFVSUS  
[hr@ufvsus.ca](mailto:hr@ufvsus.ca)

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*The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving UFV students. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Campus Connector, food services, and the student health and dental plan. SUS also provides support to an active community of student clubs and associations, organizes community events, and provides wellness and developmental programming. As the official representative body of UFV students, our mission is to create a strong, unified student voice, provide services and developmental opportunities to our members, and advocate on behalf of the interests of the UFV student community.*

## The Canoe Restaurant Staff

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**Work Schedule:** Part-time 10-30 – Full-time 30-40  
**Reporting to:** Shift Supervisor / Food and Beverage Manager

### POSITION DESCRIPTION

The Canoe Restaurant Employee is a position in the Services wing of the Student Union Society. The incumbent will adhere to the rules, regulations and employment standards established by the UFV SUS.

This position will work in Canoe Restaurant with the employee working primarily in one of the positions below. The primary position will be based on past experience and interview. The employee will eventually be trained on multiple positions but will start at one with one of the following:

- Kitchen Employee

This is a contract position that lasts from March – April, 2017. Candidates must be current students of UFV and take at least one course in the Winter semester.

### RESPONSIBILITIES AND DUTIES:

The Employee has specific responsibility for a variety of functions, including but not limited to the following:

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## Canoe Kitchen Employee

The Canoe Kitchen Employee is responsible for making the food ordered by customers in a fast and efficient manner ensuring that the quality of the food is maintained at all times. Kitchen Staff will work a variety of jobs in kitchen ranging from manning the grill and stove top, working the pizza oven, working on a cold station, working in dish pit cleaning dishes and working in the back on prepping food for service later.

Kitchen work requires an employee to be fast and adaptable and able to work well with a team in stressful situations. Kitchen Staff are also responsible for keeping all workspaces clean and tidy during and after service.

## QUALIFICATIONS AND ASSETS

- Food Safe and Serving it Right certificate is required but not mandatory;
- Willingness to learn and develop professional skills;
- Must work with and treat all people respectfully and equally;
- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of diplomacy;
- Able to manage deadlines and plan tasks well in advance;
- Strong ability to research and analyse information;
- Superior organization and administration abilities;
- Working both independently and cooperatively as part of a team;
- Excellent verbal and written communication.

## SALARY

Starting \$10.85 per hour, up to 40 hours per week plus tips.

## APPLICATION PROCEDURE

Please send a cover letter and resume to [hr@ufvsus.ca](mailto:hr@ufvsus.ca) or via the UFV Career Link posting. Please list your preferred position in the email title (example: Server) and please rank the positions 1-4 (1 being the preferred position) that you would like to apply for in the body of the email or the cover letter.

Please also include an attached schedule of hours you would be available to attentively work next year.

- Kitchen Employee

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.