



JOB DESCRIPTION

Fair Grounds Barista

Student Union Society

Abbotsford Campus

p: 604-864-4613

w: ufvsus.ca/

e: hr@ufvsus.ca

About the UFV Student Union Society

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.

Fair Grounds Barista

Work Schedule: Part-time (8-12 hours/week)

Reporting to: Shift Manager / Senior Manager, Facility Operations

POSITION DESCRIPTION

We are looking for students to prepare and serve hot & cold beverages, including various types of coffee, tea and blended drinks along with pastries, cookies and sandwiches.

Candidates must be currently enrolled in a program at the University of the Fraser Valley.

This is a contract position that lasts from August 2018 – December 2018

RESPONSIBILITIES AND DUTIES OF THE FAIR GROUNDS COFFEE BARISTA:

Fairgrounds Baristas perform several job duties and provide customer service. Baristas take orders and make coffee, tea, and other drinks to customer specifications, reheat food, restock display case, and also operate cash registers and credit card machines. The barista fulfills any other duties the shift supervisor assigns.

Baristas must clean coffee machines, work areas, condiment stand, and preparation areas during a normal shift. Baristas work to maintain good customer relations and speedy delivery of all beverages as well as complete assigned tasks.

- Friendly, outgoing and dedicated to outstanding customer service
- Reports all customer complaints to shift supervisor.
- Accurately punch in sales orders into the system.
- Answers customer questions regarding coffee blends, preparation, and product freshness.
- Sells and serves baked goods and miscellaneous food items to customers.
- Maintains efficient, friendly service.
- Adhere to recipes and presentations for food and beverage items.
- Restocks shelves when necessary.





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- Routinely cleans the bar area, floor, windows and grinders, and takes out trash, etc.
- Reports potential safety hazards to the shift supervisor.
- Reports all employee accidents to the shift supervisor.
- Follow health and safety guidelines
- Excellent verbal and written skills.
- Well-organized and detail-oriented.
- Regularly required to lift and/or move items up to 30 pounds.
- Contribute to a positive team environment.
- Be punctual and able to observe regular and consistent attendance.

QUALIFICATIONS AND ASSETS

- Food Safe certificate is required
- Willingness to learn and develop professional skills;
- Must work with and treat all people respectfully and equally;
- Professional work ethic, exercising of good judgement, initiative, and high degree of diplomacy;
- Able to manage deadlines and plan tasks well in advance;
- Work both independently and cooperatively as part of a team;
- Excellent verbal and written communication.
- Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of customers.
- Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Stand, sit, or walk for an extended period of time. Perform other reasonable job duties as requested by Supervisors.

TERM OF EMPLOYMENT

Weekly schedules will be sent by the Senior Manager, Facility Operations in order to accommodate the employee's academic schedule. This is a term contract that lasts from September 1, 2018 to December 31, 2018, with an option to renew for an additional term from January 1 – April 31, 2019. Applicants must be current students of UFV.

SALARY

\$12.65 per hour plus 4% vacation pay.





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CLOSING DATE

Applications will be accepted throughout Fall 2018

APPLICATION PROCEDURE

Please send a cover letter and resume to UFV SUS at hr@ufvsus.ca. Within this, please include your class schedule and your work availability. Please write Fair Grounds Coffee Barista in the email subject.

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

