

Food and Beverage Assistant (CSJ)

(Part-Time Hourly Position / 18 week contract)

Canada Summer Jobs

ABOUT THE CAPITOL

The National Historically Designated Cameco Capitol Arts Centre is located just 1 hour from Toronto in beautiful and historic Port Hope. One of Canada's first "Talking Picture Houses", built in 1930 and in operation as a multi-entertainment venue since 1995, the Capitol has enjoyed growth over the past five years and is poised for the next chapter in its evolution. The Capitol draws top industry talent for its professional productions as well as highly talented locals for our community initiatives in two performance spaces. Operating year round, the Capitol offers Live Theatre, Concerts, TIFF Films, HD Opera and much more via two performance spaces.

The Capitol theatre is seeking two (2) Food and Beverage Assistants. These positions are funded by the **Canada Summer Jobs Program**, and given that these positions require the individuals to service alcoholic beverages, they will be made available to applicants **between the ages of 19-30 years old**.

PRIMARY FUNCTION

Reporting to the Patron Services Manager or Managing Director, this is an amazing opportunity for young people who love the theatre, are friendly and have strong customer service skills. The successful candidate will provide exceptional assistance in the preparation and execution of theatre events requiring food and beverage service. This individual will work alongside the Patron Services Manager, Capitol Theatre volunteers and other Capitol Theatre team members to deliver a one-of-a-kind experience to our visitors and the community.

DETAILED DUTIES & RESPONSIBILITIES

- Assist with preparation, set-up and strike of theatre events
- Taking beverage orders from patrons, checking identification to verify legal age, executing as requested
- Assessing patrons' preferences and making drink suggestions
- Satisfying patrons requests in a timely manner
- Handling cash, debit and credit card transactions; ensuring charges are accurate on machine or proper change is given in return. Balancing the cash register/receipts
- Assisting to ensure all bars are well-stocked with adequate amounts of liquor, beer, wine, mixes, paper products and other supplies
- Maintaining cleanliness of storage, bar and guest reception areas
- Comply with all AGCO regulations
- Any and all other assigned duties as required in support of live events

NECESSARY QUALIFICATIONS

- Relevant professional experience in serving, bartending and/or catering
- Superior understanding of hospitality and customer service, ability to deliver an exceptional guest experience
- Experience working in a theater or live music atmosphere considered an asset
- Demonstrated experience in a fast-paced quality hospitality environment
- Possession of Smart Serve Certification
- Knowledge of emergency and safety procedures with First Aid Training considered an asset

Skills

- Customer Service - this position is a customer facing role and requires friendly and professional conduct at all times
- Collaboration - must work well with and possess the ability to communicate with people in a diverse environment
- Strong oral and written communication / interpersonal skills.
- Ability to accurately manage and reconcile cash and cash equivalents
- Knowledge of POS Systems, Microsoft Office(Excel, Word) and GSuite (Cloud Computing,Google Docs)
- Ability to stand for long periods of time and have the ability to lift and/or carry 20-30 pounds (i.e. banquet tables, case of beer or wine)
- Ability to manage and defuse difficult customer situations with positivity and professionalism.

Hours & Compensation: This position is part time 18 week contract, consisting of 15hrs/week with a total 270 hours. This position is funded by the Canada Summer Jobs Program, and is available to young people between the ages of 15-30 however given the nature of this position, only candidates between the **ages of 19-30** will be considered. This position requires the candidates to have availability during regular business hours, evenings and weekends. Hourly wage of **\$16/hr**.

The contract will begin as soon as possible, ideally September 20th, 2021.

How to Apply: Interested candidates should email their CV to jobs@capitoltheatre.com and include **Food and Beverage Assistant (CSJ)** in the subject line.

The Cameco Capitol Arts Centre is actively interested in supporting BIPOC and members of the LGBTQ2+ communities and we encourage members of those communities to apply. We thank applicants for their interest, however, only those advancing in the process will be contacted.