

Food and Beverage Assistant (CSJ)

(8 week contract)

Canada Summer Jobs

ABOUT THE CAPITOL

The Cameco Capitol Arts Centre (or "Capitol Theatre") is a community-engaged arts organization committed to producing and presenting high quality professional theatre, live music, film, and other special events in the historic and picturesque town of Port Hope. The mainstage theatre seats nearly 400 and the more intimate Sculthorpe Theatre seats 80-100. The Capitol Theatre was proudly designated by the Government of Canada as a National Historic Site in 2017, as it is one of few remaining "atmospheric theatres" in North America. A major expansion project was completed during the pandemic resulting in a new dedicated rehearsal space, production facilities, and a visual art gallery. The theatre has functioned as a presenting venue, community theatre, and cinema; while programming has always been eclectic, the Capitol has been producing professional theatre for nearly 20 years. The organization is a major economic driver in the region by attracting visitors from across the province and beyond.

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 work with 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, this is an amazing opportunity for young people who are friendly and approachable, and have a love of the theatre. Working alongside Volunteers and the Patron Services Manager, the successful candidate will provide food and beverage service in support of Capitol Theatre programming. This position requires availability in the evening and on weekends.

DETAILED DUTIES & RESPONSIBILITIES

- Assist our volunteer teams with the preparation and execution of beverage service as required inside our multi-venue arts facility.
- Comply with all AGCO regulations.
- Check proper identification to verify legal age.
- Assessing patrons' preferences and making suggestions.
- Satisfying patron requests in a timely manner.
- Handling cash, debit and credit card transactions; ensuring charges are accurate on the machine or proper change is given in return.
- Balancing the cash register/receipts.
- Keeping a well-stocked bar with adequate amounts of liquor, beer, wine, mixes, paper products and other supplies.
- Maintaining cleanliness of bar areas and lobbies.
- Other duties as assigned.

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

- Experience. The successful candidate will have relevant professional experience in serving and bartending venues.
- Service. This position requires superior understanding of hospitality and customer service, and proven ability to deliver an exceptional guest experience.
- Quick-Thinking. The position requires the ability to manage and defuse difficult customer situations with positivity and professionalism.
- Communication. This position requires strong interpersonal skills, with the ability to communicate in a fast-paced and ever-changing environment.
- Financial. This position requires the ability to accurately manage and reconcile cash and cash equivalents, as well as knowledge of POS systems.
- Physical. This position requires the ability to stand for long periods and lift 20-30 pounds (i.e. case of beer or wine).

Hours & Compensation: This position is an **8 week contract**, consisting of **35hrs/week with a total 280 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**.

Two (2) contract start dates are available; May 30th, 2022 & July 11th, 2022.

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.