



## SERVICE ASSISTANT

**Work Dates:** June 3-October 20, 2019

**Work Hours:** Generally 10am-4:00pm

**Work week:** Approx 30-35 hours/week

### POSITION OVERVIEW

We are seeking a friendly and outgoing person to join our restaurant team working in a lively environment. As a Service Assistant, you will support and assist the restaurant team by working in various roles and stations in the restaurant and bar. Working as a Service Assistant is a great way to develop a broad range of knowledge in a busy food & beverage operation. The CMIC's restaurant offers daily lunch service and fully licensed bar & patio with live music 7 days/week.

### RESPONSIBILITIES

- Prepare cocktails, specialty coffees and fill drink orders for the servers
- Prepare drink garnishes and ensure the bar is fully stocked at the start of each shift
- Expedite food from the kitchen to guest tables
- Assist servers in bussing and cleaning tables in the dining room and patio in a timely manner
- Assist the hostess with table layouts for any reservations
- Load dishwasher and put away clean dishes during service in a timely manner
- Ensure that overall cleanliness and maintenance of the bar and dishroom
- Remove garbage and recycling and dispose of in appropriate receptacles
- Comply with proper security, fire regulation, and all health and safety policies
- Other tasks as assigned by management

### QUALIFICATIONS

- Must be of legal age to prepare and serve alcoholic beverages in Nova Scotia (19)
- Must be responsible, reliable, and honest
- Must have good communication skills and a positive and friendly attitude
- Ability to work some weekends and evenings as required
- Must be able to work in a fast-paced environment and manage multiple tasks
- A willingness to learn new skills, gain new information and take direction
- Able to work and cooperate as part of a unified team

### HOW TO APPLY

Email cover letter and resume to:

Cheryl Smith, Executive Director ([cheryl@celticmusiccentre.com](mailto:cheryl@celticmusiccentre.com))

*If attending school in the fall, please indicate your approximate start date in your cover letter.*