



Victoria Event Centre

Job Posting | Server

1415 Broad St, Victoria, BC, V8W 2B2

Job Title:	Server
Status:	Casual
Hours:	On-call basis/10-20 hours per week
Compensation:	\$15.20/hour + \$6.80/hour (minimum guaranteed tips)
Schedule:	Flexible (evenings + weekends)
Department:	Front of House (FOH)
Reports To:	Bar Manager and/or General Manager

Who We Are:

The Victoria Multicultural Society operates the Victoria Event Centre (VEC), located in downtown Victoria, Lkwungen Territory. Opening its doors in 2003, the VEC is a favourite venue for artists, performers and local community organizers.

Job Summary:

We are seeking a vibrant server to help create a pleasant experience for guests by welcoming them into our space, taking their drinks orders, serving and taking payments. Additionally, they will share responsibility with other staff for maintaining venue organization, cleanliness and overall atmosphere before, during and after events. Servers will work as a team with FOH staff members, event coordinators and volunteers, supporting each other as much as possible in a fast-paced environment under the direction of the Bar Manager and/or General Manager.

Key Duties and Responsibilities:

- Provide comfort and hospitality to guests by welcoming them, addressing their needs while in the space, listening attentively for preferences and make recommendations
- Serve drinks and take payments using point of sale system, terminals and cash
- Balance cash out at the end of the shift
- Have an understanding and knowledge of all products that are sold, including pricing and tasting profiles for beverages
- Complete FOH opening and closing duties, which includes setup and takedown for tables and chairs
- Assist with cleaning, bussing, bar support and general FOH duties on shift
- Checking identification to ensure guests are of legal age (19+) for alcohol consumption
- Adhere to health and safety guidelines and policies

Knowledge, Skills & Abilities

- Knowledge of local draught, wines, spirits and cocktails
- Positive attitude with the ability to communicate and work well as a team player
- Skilled at providing excellent customer service in a fast-paced environment.
- Handle money accurately and operate a point-of-sale system
- Flexibility to work varied hours and days to accommodate events
- Ability to work in a loud setting, stand and walk for extended periods of time and lift or carry up to 25 lbs

Preferred Skills and Experience

- Minimum of 1-2 years experience as a server, bartender or similar position
- Experience with Square point-of-sales system or similar
- Serving it Right certification
- Fluency in English, both written and oral

Work Environment

- Evenings, Hours and days of the week are flexible to your schedule
- Fast-paced bar with live musical performances, theater shows, and more.
- Collaborative and team-based

To Apply:

To apply, please introduce yourself by emailing your resume and/or cover letter in a pdf format to gm@victoriaeventcentre.ca. We will accept applications on an ongoing basis until this position is filled. Only shortlisted candidates will be contacted for an interview.

The VEC is committed to establishing an inclusive, equitable, and accessible environment for all. We welcome and value the contributions that individuals who identify as members of marginalized communities bring to our organization, and encourage everyone to apply.

Thank you kindly for your application and your interest in this position. We look forward to hearing from you!