



Victoria Event Centre

Job Posting | Front of House

1415 Broad St, Victoria, BC, V8W 2B2

Job Title:	Front of House
Status:	Casual
Hours:	On-call basis/10-20 hours per week
Compensation:	\$15.65/hour + \$6.80/hour (minimum guaranteed tips)
Schedule:	Flexible (evenings + weekends)
Department:	Front of House (FOH)
Reports To:	Bar Manager and/or General Manager

Job Summary:

The Victoria Event Centre (VEC) is a non-profit that opened its doors in 2003, and is a favourite venue for artists and local community organisers. Appreciated by producers and performers for its versatility and affordability, the VEC has been home to countless shows that have brought music, comedy, theatre, burlesque, cultural performance and activism to the heart of Victoria.

We are seeking vibrant part time Front of House staff to work the door, bartend and/or serve for evening events. Some events can go as late as 2am so reliable transportation is required. Front of house staff will work as a team with 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. More information about the VEC can be found here:
<https://victoriaeventcentre.ca/about/transparency/>

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

Preferred Skills and Experience

- Minimum of 1-2 years experience as a in customer service
- Serving It Right (preferred)
- 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, theatre 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 christine@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 marginalised communities bring to our organisation, and encourage everyone to apply.

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