

PUBLIC EMPLOYMENT OPPORTUNITY

RECENT & UPCOMING STUDENT GRADUATES

Title: Events & Liquor Services Coordinator.

Employer: Grenfell Campus Student Union.

(12-month contractual position with possible extension renewals).

Employment: Flexible (during probation period) minimum of 20 hours maximum 35 (depending on candidate's availability). A successful candidate is required to work full-time hours following probation period.

Application Deadline: Tuesday January 29, 2019 (4:00pm).

Anticipated Start Date: Negotiable and as early as the second week of February 2019.

Salary: \$35,000 – \$40,000 per year. Salary commensurate with qualifications and experience.

Duties:

The Events & Liquor Services Coordinator will be responsible for but not limited to the following:

Coordinate GCSU conference and GCSU Backlot special events bookings.

Coordinate the booking of entertainment at the GCSU Backlot.

Establish communication with GCSU Backlot employees and GCSU Council.

Ensure daily GCSU Backlot pub operational activities are performed.

Assist with marketing and distribution of GCSU Backlot event promotional materials and social media.

Enforce NLC, Government, University, and GCSU Backlot policies and regulations.

Maintain bar stock, supplies, and weekly beer and liquor orders.

Conduct inventory procedures, maintain cash floats, and assist with bank deposits.

Prepare and post weekly work schedules for GCSU Backlot employees.

Assist General Manager with GCSU Backlot payroll.

Ensure that all GCSU Backlot employees are properly trained.

Coordinate hiring of GCSU Backlot student staff.

Work evening and weekends during weddings, reunions, concerts, and any other GCSU Backlot special events where employee supervision is required.

Maintain and enhance student employee safety culture.

Qualifications:

Experience coordinating special events and knowledge of POS operation is required. Supervisor experience in the food and beverage industry is considered an asset. Knowledge of the student movement (Canadian Federation of Student/Grenfell Campus Student Union) and social advocacy is also considered an asset. Applicants must be 19 years of age or older. Applicants must also have a valid class five (5) driver's license. Upon hiring, the successful candidate is required to provide a current certificate of conduct.

How to Apply:

All Resumes must be forwarded to Kirk Wiseman, GCSU General Manager.

In Person: Grenfell Campus: AS 276 E-Mail:kdwiseman@grenfell.mun.ca.

For more info visit: www.gcsuonline.ca or call 709-637-7184.

Grenfell Campus Student Union values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women; indigenous people; people of colour; people with disabilities; international students; and folks from the LGBTQIA2S++