

BREAKFAST ATTENDANT

Student Residences - Summer Jobs



Hours: Part-time, 10-15 hours per week
Salary: \$17.65 per hour + Accommodations
Training Dates: May 8 – 10, 2024
Contract Date Range: May 8 – August 23, 2024

Job Description:

Student Residences and Ancillary Operations hires students each year to run a summer hotel operation out of Memorial University's residences for conference groups, sports teams, and individual travelers. These staff report to the Guest Accommodations Coordinator.

The Breakfast Attendant is often the last impression a guest has about the accommodations and is a crucial part of guest services. They are also responsible for preparing and serving the daily complimentary breakfast for guests along with keeping the breakfast area and all kitchenettes clean and tidy for the duration of the conference season, mid-May through late August.

Shifts will generally be scheduled early mornings and will include work on the weekends as well. Successful candidates will receive approximately 10-15 hours of work per week and be provided with accommodations as a taxable benefit in residence for the duration of employment.

OPERATIONS:

Set up, maintain, and break down the breakfast service. Fill takeaway boxes with breakfast items in advance. Make and pour coffee. Set out and arrange food such as sweet rolls, muffins, and cereal for self-service. Prepare some foods as required such as cutting fruit and making toast. Clear and clean tables as they are vacated. Wipe up spills and dispose of trash. Restock self-service food and supplies as needed.

Wash serving equipment and return it to storage. Return reusable food supplies to storage with proper dates on the product. Follow food preparation, storage, and sanitation guidelines. Take inventory of food, beverages, and supplies needed for each day. Ensure food supplies are ordered/purchased and received. Liaise with the caterer to establish levels required and with the supervisor to determine daily required numbers of guests.

GUEST SERVICES:

Make guests feel welcome, comfortable, and well attended to. Encourage guests to tell us how their experience was/review us online. Follow up with guest services or housekeeping staff with feedback in an effort to remedy any complaints.

Job Requirements:

Successful candidates must be currently studying at Memorial or another post-secondary institution, or be provisionally accepted into Memorial for the next immediate academic semester. Students must be in good academic standing. Students must have been registered full-time in the Winter semester and have the intention of returning to full-time studies in the Fall semester. Students may take courses only if it does not interfere with their work schedule.

Candidates must possess a high degree of knowledge of Memorial's St. John's campus, our facilities, and our services. Work experience in hospitality or similar experience that provides the necessary transferrable skills is an asset. Multilingualism is an asset.

Candidates will be highly motivated, have a strong customer-service orientation, and have a demonstrated desire to exceed customer expectations. This position requires repetitive tasks including bending, crouching and

standing for extended periods. The successful candidate must also be able to lift, carry, push, pull or otherwise move items 30-50 lbs. on occasion.

Remuneration:

Successful candidates will receive \$17.65 per hour, to be paid biweekly in alignment with Memorial University's payroll schedule. In lieu of vacation, employees are paid 4% vacation pay.

Hours of Work:

Example:

Monday to Friday: 6:00 a.m. - 11:00 a.m.

Saturday & Sunday: 6:30 a.m. - 11:30 a.m.

May also include a weekly afternoon.

How to Apply:

Submit a cover letter, resume, and two references.

Applications must be received by NOON, Monday, January 22, 2024

Online: Student Residences Portal
<https://www.mun.ca/stay/student-jobs/>
Proceed using your MUN Login

We thank all candidates for their interest; however, only those candidates selected for interviews will be contacted. Interviews will be conducted the week beginning Monday, February 5, 2024.