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Professional and Managerial Group

Shift Supervisor

Food & Beverage Operations, University Centre Services

11 Month Limited Full-Time Appointment
Temporary full-time starting November 2022
Hiring #: 2022-0788

Please read the Application Instructions [1] before applying

As part of the UC Food & Beverage Operations team, working under the management of the Manager, Operations, the Shift Supervisor is responsible for the day-to-day leadership and supervision of part-time service staff in The Brass Taps Pub and The Lookout: Patio + Grad Lounge in the delivery of exceptional food and beverage experiences.

The Shift Supervisor will assist with regular service operations; organize service tasks and daily priorities; oversee inventory control practices during scheduled shifts; hire, train, and schedule part-time staff; plan reservations and group events; assist with special event services; and perform regular daily sales reconciliation reports. The Shift Supervisor will regularly work with management in the provision of service, communicating all matters relating to food and beverage services, and be responsible for the adherence and application of the Ontario Liquor License Act, Ontario Public Health Code, and other related regulations and university policies.

The incumbent must possess an experienced level of knowledge of the hospitality industry and have a commitment to delivering quality service to customers. This position offers you the opportunity to work in a dynamic, team-led environment where you can develop your management skills and contribute to providing quality food and beverage services for the enjoyment of our students, staff, faculty, and community members.

Requirements of the position include: Community college graduation, Ontario Smart Serve Certification and demonstrated work experience in a leadership role in the hospitality industry, or an equivalent combination of education and experience. Preferred requirements include: Safe Food Handling Certification, First Aid & CPR training, excellent communication and public relations skills, and knowledge of the Ontario Liquor License Act, Occupiers Liability Act, and Ontario Public Health Code for foodservice establishments. The incumbent must be willing to work a flexible shift schedule including nights and weekends.

Regular annual schedule is August to June, with schedule subject to change based on operational requirements.

Position Number 037-CLT
Classification P01*
Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2022 11 21