



carleton university
students' association



The Wing Customer Service Representative

ABOUT US

We are a student owned and operated shop focused on providing healthy, sustainable grab & go food and drink options at a reasonable price. We are a small team that must work together effectively to make our little corner of the world the best that it can be.

ABOUT YOU

You are prompt, motivated, and reliable; able to work well independently or as part of a team. You aren't afraid of hard work and are passionate about sustainable living, good food, and you are eager to share those passions with your fellow students. You possess strong critical thinking and communication skills, and you understand the importance of accountability in the workplace. A positive attitude is essential!

DUTIES

- Be responsible to the General Manager, and The Wing Manager.
- Responsibilities include processing transactions, answering customer inquiries, ensuring the store remains clean, organized and well stocked, and providing friendly customer service.
- Responsible for closing procedures such as counting the till, locking up, and ensuring store is clean and fully stocked for the next business day.

REQUIREMENTS

- Excellent interpersonal skills and the ability to work in a fast-paced retail environment.
- Customer service experience is an asset.
- Membership in the Carleton University Students' Association (i.e. be an undergraduate student at Carleton).
- An awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism and ageism.

Please Note: Applicants MUST opt-in to the "Student Life and Success Programs" , "Student Opportunities and Space" and "Clubs & Societies" fees at registration to apply for this position.

TERM & RATE

\$15.23/hour. This is a unionized position with CUPE 1281.

HOW TO APPLY

All applicants must submit a resume, class schedule and one reference letter.

Only those applicants that have been selected for an interview will be contacted.

<p>SUBMIT YOUR <i>application</i> VIA EMAIL TO</p>	<p>Jessica Campbell jessica.campbell@cusaonline.ca The Wing 4th Floor University Centre 1125 Colonel By Drive, Ottawa, ON K1S 5B6</p>	<p><i>deadline</i> SEPT 13, 2019</p>
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CUSA 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 gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA's accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.