



YOUR  
QUICK  
GATEWAY  
(WINDSOR)

Windsor International Airport  
3200 County Rd. 42  
Unit Number 200  
Windsor, Ontario  
Canada, N8V 0A1

phone: 519-969-2430  
fax: 519-969-6053  
web: [www.YQG.ca](http://www.YQG.ca)

- Position:** Lounge/Café Attendant (Part -Time)
- Department:** Administration
- Location:** YQG Terminal and Pre-board
- Core Duties:**
- Reporting to the Lounge/Café Supervisor
  - Effectively attend the YQG Lounge and the Pre Board Café.
- Duties:**
- Responsible for the set-up and sales of food and beverages (soft drinks and alcohol).
  - Preparation of coffee, daily.
  - Ensuring coolers are stocked at all times, at beginning and end of shifts
  - Keeping all areas clean (food preparation areas, tables, counters, sinks, and areas where guests dine, including foot rests). To be completed at end of shift.
  - Handling cash/debit/credit card transactions. Balancing till at beginning and end of shift.
  - Inventory control when assigned.
  - Create a positive guest experience by delivering a high level of service
  - Other duties as assigned
- Qualifications:**
- Ability to obtain a Police Clearance
  - Ability to obtain an Airport Restricted Area Pass (RAIC)
  - Must be of age to serve alcohol
  - Must be Smart Serve certified
  - Ability to work unsupervised
  - Ability to work early morning and afternoon shifts
  - Ability to work weekends, holidays and on short notice to cover sick leave and vacation
  - Prior bar and restaurant experience a plus
  - Must be able to take direction
  - Able to work in a fast paced environment
  - Able to lift minimum of 10 lbs.
- Revised:**
- 10/12/2016