



309 Belleville Street
Victoria, B.C., V8V 1X2

Server Support Staff

The Pendray Inn and Tea House is the most prominent heritage building on the Huntingdon Manor property, located on Belleville Street just across from the Clipper Ferry Terminal. The Pendray Inn has rich heritage value and is a prominent part of our city's history. This boutique-style inn boasts a large dining area featuring Afternoon Tea, as well as 9 luxurious guest rooms.

As a company, we value the essence of team synergy, as well as individual contributions which serve our customers. We believe that each employee contributes directly to the Company's growth and success. Our promise is to provide comfortable accommodations in a relaxed and inviting setting. We recognize the importance of our employees in achieving this and we will provide a positive working environment which encourages their loyalty, commitment and hard work. We will strive to operate a business that is socially and environmentally responsible to our community, and our planet. We are proud to be a 4 Green Key property, members of the Eco-Dine Reforestation Initiative, and active charitable givers within our community.

The Pendray Inn and Tea House distinguishes itself as a business with an appreciation for the diversity of race, heritage, religion, age and other personal characteristics that can be found among its employees, guests, customers and business associates. It is the Company's policy to value diversity by reinforcing, promoting, and rewarding practices that demonstrate respect for, and effective management of, individual and group differences among staff, guests, customers, and business associates.

The Pendray Inn and Tea House is currently seeking a part time server support staff to join our team.

Duties Include:

- Greeting customers upon their arrival
- Providing information about the property to the guest
- Serving food items to the guest
- Understanding the needs of wait staff to ensure smooth service
- Preparing teas and other non-alcoholic beverages as per order
- Tidying the dining room after meal service
- Following closing duties and all procedures set forth in the dining room service manual, including steps of service
- Maintaining a clean and tidy work area at all times
- Completing additional tasks as requested by Management
- Completing daily/weekly cleaning tasks

Previous Experience: welcomed but will train the right candidate

Approximate Hours of Work: 10-20 hours (flexible schedule), depending on the level of business

Wage/Salary Range: 15.50 Cad\$ plus tip sharing

We offer a complimentary meal plan, family & friends discounts, and a fun and supportive environment to work in. Only applicant who are legally entitled to work in Canada will be considered.

Please email resumes to: Jan Smikal, Front of House Manager at foh@pendrayinnandteahouse.com , or, apply in person at 309 Belleville Street, Victoria.