

FOOD & BEVERAGE ASSISTANT

JOB DESCRIPTION

Reports to: Jessie Jacob, Event Manager

Work Environment: to ensure the success of Food & Beverage Assistant should be able to work well as a team and oversee events and serving staff if the Event Manager is not working. Food & Beverage Assistant should ask the Event Manager if they have any concerns regarding their assigned tasks.

Job Summary: Food & Beverage Assistant position is responsible for the following but not limited to;

- Working alongside the Event Manager before, during and after events
- Have the ability to work independently on assigned tasks and work alongside others
- Responsible for their assigned area during the function
- Work with clients if the Event Manager is not present. Responsible for making sure everything runs smoothly during events.
- Serving meals & beverages, clearing plates & glasses during the function
- Assigning duties during function and closing duties to Event Servers
- Assist with monthly inventory and daily inventory control
- Staying in communication with event organizers/bride & groom
- Resetting event venue after function
- Responsible for training of staff operating in the bar and beverage service areas.
- Responsible for the appearance and cleanliness of the service staff.
- Ensures SCC Health & Safety policies, WHIMIS training and standards are followed.

Food & Beverage Assistant will be working during a variety of different events (weddings, member events, meetings, golf tournament dinners and special events.)

Food & Beverage Assistant Duties:

The duties of the Food & Beverage Assistant will included the following but not limited to:

- Meeting with potential clients alongside the Event Manager.
- Assisting with compiling promotional material and distributing promotional material.
- Attending area bridal shows alongside the Event Manager.
- Setting up venue for various events.
- Working during various events independently or alongside the Event Manager.
- Being a role model for Event Serving Staff.
- Should be able to problem solve quickly and professional.
- Be open to working early mornings and late nights (This is not your typical 9-5 job).
- Bring a positive attitude daily and willingness to learn new tasks.
- Responsible for control of service levels, providing consistent service for all level of food and beverage service.
- Supervise daily operation of lounge and event venue.

Position Specifications:

Experience: 5 years of management experience in restaurant service, or similar catering establishment. Knowledge of service of large groups essential.

Work Environment: Works in restaurant/kitchen area, can be very hot during the summer months, very steamy, greasy atmosphere, as well as outdoor environments.

Supervision:

Supervision Given: Routinely provides direction or advice to other employees.

Time Pressures: Must ensure that service of food and beverages is accomplished in a suitable time frame.

Responsibility:

Supervision Received: Overseen by the Event Manager, with input from the Club Director.

Effect of Errors: Responsible for the success of Functions. Failures have a catastrophic effect on the success of the Food and Beverage Business.

Freedom to Make Decisions: This position is required to make a number of decisions that affect the outcome of any event in terms of staffing preparation, inventory preparation, etc. That these decisions are generally straight forward and follow within policy.

Interpersonal Contacts:

Purpose: Most contacts are with staff in terms of a supervisory nature. Must be able to exert control over subordinates and ensure that department goals are achieved.

Nature: Contacts are generally pleasant.

Ingenuity: Work requires some initiative, must be able to change course in mid-stream if plans fail, but still achieve the department goals and objectives.

Physical Demands: Orders and requisitions supplies; responsible for moving some of the supplies and furniture around the bar area. Medium to light physical demands.

Position will be posted till June 22nd 2017. Qualified candidates will be contact for an interview.

Email Resume to Jessie Jacob jjacob@stratfordcountryclub.ca

Fax 519-271-2358