

CHEAKAMUS CENTRE

nature is in session

Banquet Captain

Cheakamus Centre, located in the beautiful Paradise Valley in Squamish BC. This is a banquet and catering service establishment in a farm and forest setting, providing for groups ranging from school age groups, private corporate, weddings, outdoor adventure groups and first nations cultural teachings for all ages.

Job Description

The primary role of the Banquet Captain is the person who performs serving duties during meal services, including setting up for events/meal services in any of the designated dining halls or meeting spaces, while also replenishing the buffet or other type of meal service, serving guests, and cleaning up after the event. The Banquet Captain will work mainly with our private rentals such as corporate retreats, camps, meetings, weddings etc. and with the occasional school group.

Primary Duties and Responsibilities

- Perform set up duties in the banquet room and meeting rooms around the property, as requested by the Banquet & Events Supervisor and as noted in the BEO, the daily task list and the corresponding manual. This will be clearly identified on the BEO and the corresponding daily task list.
- Review and oversee the dietary/allergy list for that group/meal service, to ensure that all meals meant for any individual with any restrictions are clearly identified. If no specific meal is made for them, they will need to be made aware of what they can consume off the buffet. It is important that you are aware of all the ingredients in the meals served, so you can answer their questions or requests in a friendly & efficient.
- Perform set-up of the buffet (or other meal service styles) with any necessary risers, décor, chafers, cutlery, small wares, food labels etc. as indicated in the food and beverage manual 'meal service diagrams', whether this is for breakfast, lunch, dinner or snacks. Ensure that hot water is poured into the chafers and lit 20 minutes prior to meal service. Replenish the buffet or other type of meal service, when necessary.
- Perform set-up of any beverage requirements, as noted in the BEO and daily task list. Replenish beverages and stations when necessary.
- Perform set-up of the standard clearing station, using the laminated signage to correspond. No hand-written signage is permitted, so if you should require a specific sign please contact your supervisor and they will ensure that they have one ready for you, if not prior to meal service, then for next time.
- Greet and welcome guests as they arrive for the meal service and ensure that all staff is maintaining this standard during their shifts. If this is the first meal for this group, please ensure that the "welcome" speech is provided, as indicated in the food and beverage manual. This will be information on the clearing station as well as our compost, recycling and garbage disposal procedures, and any specifics regarding the meal service, such as portions etc.
- After the banquet, reset banquet room and any meeting rooms around the property in accordance with the BEO and task list, to ensure the readiness of the room for other functions following.

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- Ensure that any clean-up tasks, such as bathrooms, sweeping, mopping etc. are followed in accordance with the task list.

Required Knowledge, Skills and Abilities

- Work effectively independently and in a collaborative team environment
- Work varied hours including early mornings, evenings and weekends
- Work in a fast-paced environment, while striving to offer high quality service to all guests
- Friendly, positive and enthusiastic demeanor
- Strong communication and interpersonal skills
- Strong organizational skills
- Strong initiative, with the ability to problem solve in the absence of supervisor
- Valid Serving It Right Certificate
- Access to reliable means of travel

Job Term

Part-time (shifts based on bookings)

HOW TO APPLY

Email a cover letter stating why you are the best person for this opportunity and how you would be a great addition to our team, along with your resume to:

amanda@cheakamuscentre.ca

Compensation: \$15.00/hour

Application Deadline

Open until filled

About Us