

**SPECIAL EVENT OPENING & CLOSING BAR CAPTAIN  
(TWO SEPARATE POSITIONS)**

**OVERVIEW**

The primary role of the Opening & Closing Bartender is to ensure that the special event bar is set up, run, and cleaned up properly in the absence of a supervisor.

**PRIMARY DUTIES AND RESPONSIBILITIES**

- Provide all Cheakamus Centre guests a positive experience.
- Set up the bar as requested by the supervisor and as noted in the BEO, daily task list and corresponding manual.
- Run the bar as requested by the supervisor and as noted in the BEO, daily task list and corresponding manual, which includes liquor “house rules”.
- Clean-up the bar as requested by the supervisor and as noted in the BEO, daily task list and corresponding manual.
- Follow “house rules” and exercise Serving it Right duties as required.
- Ensure that you are aware of any specifics around serving alcoholic beverages. Alcohol beverages are only permitted if it is a special event and only provided by Cheakamus Centre or otherwise stated on the BEO. If you notice anything that does not seem ‘right’, please contact your supervisor. This is also inclusive of any food not catered by Cheakamus Centre in the ELC and especially the case with any nuts, as they are strictly prohibited.
- Ensure that any clean-up tasks, such as bathrooms, sweeping, mopping etc. are followed in accordance with the task list.
- Perform other related functions that have been assigned as per the corresponding daily 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 LOCATION**

Cheakamus Centre, Brackendale, BC (near Squamish)

**COMPENSATION**

\$22.00/hour

**JOB TERM**

Part-time (shifts based on bookings) – *must be available for all events in the calendar year (subject to unforeseen circumstances, of course)*

# CHEAKAMUS CENTRE

nature is in session

## **ABOUT US**

Cheakamus Centre is a unique environmental learning Centre designed to provide exceptional learning and hospitality experiences inspired by nature. Situated on 420-acres of ecological reserve in the Cheakamus River Valley near Squamish, BC, Cheakamus Centre is seeking experienced, highly motivated, environmental education enthusiasts to support our Outdoor School and visitor environmental education programs and activities.

## **APPLICATION DEADLINE**

Until filled

## **APPLICATION PROCESS**

Please 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](mailto:amanda@cheakamuscentre.ca)

Please include 'Special Event Bar Captain' in the subject line of your email.

We thank you for your interest in employment with Cheakamus Centre. Please note that only those selected for an interview will be contacted.