

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

OVERVIEW

The primary role of the Opening & Closing Floor Captain is to ensure that the special event 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.
- Be the point of contact for our guests, for anything that might be needed, until their departure of the venue.
- Set up the event as requested by the supervisor and as noted in the BEO, daily task list and corresponding manual.
- Run the event as requested by the supervisor and as noted in the BEO, daily task list and corresponding manual.
- Clean-up the event as requested by the supervisor and as noted in the BEO, daily task list and corresponding manual.
- The duties of the Floor Captain can include, but are not limited to: serving guests, delegating tasks, sweeping/mopping, taking down and properly putting away décor, arranging table & chair placement, putting out table linen when and where necessary, as well as putting up a buffet, replenishing the buffet and taking down the buffet.
- Attend any pre-shift meetings or review all task lists before events, meetings or meal service kicks off in order to learn function particulars.
- 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.
- After the event, 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.
- 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

CHEAKAMUS CENTRE

nature is in session

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)*

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

Please include 'Special Event Floor 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.