

## Banquet & Events Server

### CHEAKAMUS CENTRE

Established in 1969, Cheakamus Centre is an overnight environmental education facility located on an ecological reserve in Squamish, BC. The Centre is located on the traditional territories of the Chi'yakmesh people of Skwxwú7mesh (Squamish) Nation in the heart of the newly designated Átl'ka7tsem/Howe Sound UNESCO Biosphere Region.

The educational program offerings include a wide variety of experiential environmental education programs to children and adults from the Sea to Sky corridor and beyond.

Cheakamus Centre also hosts visitors from around the globe for special events, weddings, retreats, conferences and camps.

### JOB DESCRIPTION

#### OVERVIEW

The primary role of a Banquet & Events Server is to perform serving duties during meal services, including setting up a buffet in any of the designated dining halls or meeting spaces, be attentive to guests' needs, and cleaning up after the event. The Banquet & Events Server will work with our private rentals (such as corporate retreats, camps, conferences and weddings) and field school groups.

#### PRIMARY DUTIES AND RESPONSIBILITIES

- Provide friendly and attentive customer service to all guests
- Assist with setting up, serving, and cleaning up dining rooms and event spaces according to Centre standards
- Support buffet service and meal flow during events
- Ensure dietary restrictions and accessibility needs are met with care and professionalism
- Communicate clearly with front-of-house and back-of-house teams to ensure smooth service
- Assist the Events Manager with light administrative tasks as needed

#### REQUIRED SKILLS AND ABILITIES

- Ability to work both independently and as part of a team
- Availability to work flexible hours, including early mornings, evenings, and weekends
- Positive, friendly, and reliable attitude
- Strong communication and interpersonal skills
- Comfortable using a laptop and standard office software

# CHEAKAMUS CENTRE

nature is in session

- Comfortable problem-solving when needed
- Valid Serving It Right certificate
- Access to reliable transportation
- Criminal Record Check required
- Valid Canadian work permit required

## JOB LOCATION

Cheakamus Centre, Paradise Valley in Squamish

## COMPENSATION

\$20.00-22.00/hour (+ tips for Events only)

## JOB TERM & START DATE

Employment type: Full-time, Seasonal

- Flexible hours from May through to October
- 30 to 40 hours weekly. Shifts range from 3 to 8 hours and may include day or evening.
- Weekdays and weekends - the Centre operates 7 days a week.

## APPLICATION PROCESS

Looking for a flexible, people-focused job to support your summer adventures? This could be a great fit.

Email your CV to [marlene@cheakamuscentre.ca](mailto:marlene@cheakamuscentre.ca) with **“Banquet Server”** in the subject line.

Only candidates selected for an interview will be contacted.