

CHEAKAMUS CENTRE

nature is in session

BANQUET CAPTAIN

OVERVIEW

Cheakamus Centre's mission is to provide exceptional environmental and Indigenous cultural learning experiences on its 165-ha ecological preserve located in Brackendale. The sales and events team hosts events year-round with facility rental proceeds directly supporting Cheakamus Centre's conservation activities and outdoor education programs for children and youth.

The primary role of the Banquet Captain is to over see all aspects of meal services from set up to break down. The BC will organize servers, assign tables and tasks, ensure the food service stations and buffet lines are running smoothly and schedule breaks. The BC will need impeccable service standards, an incredible eye for details and a positive attitude to lead a team through a fast paced shift. An understanding of work flow and a sense of style for set up will be necessary to reach our guests expectations.

DUTIES AND RESPONSIBILITIES will include but are not limited to:

- Provide all Cheakamus Centre guests an incredible dining experience.
- Assist with training, cross training and follow up training of all service staff
- Lead any pre-shift meetings and set all task lists before events, meetings or meal service at the beginning of each shift
- A comprehensive understanding of the Banquet Event Orders (BEO) for each specific function. This will include set up logistics as well as details about the food service including any serious dietary restrictions.
- Ensure that all decorations have been set to clients requests and in accordance to the Cheakamus Centre standards
- Ensure food and beverage stations are properly labelled with any dietary/allergy information
- Ensure food and beverage stations are set up with proper equipment and decor
- Ensure food and beverage stations are replenished when necessary
- Ensure clearing stations are set-up and maintained to CC standards
- Greet and welcome guests at arrival to CC standards
- Ensure meal service stations, tables, clearing stations and meeting rooms are cleared, cleaned and reset once guests are finished
- Ensure that any clean-up tasks, such as bathrooms, sweeping, mopping etc. are followed in accordance with the task list.
- Any other reasonable duties that may be assigned periodically

JOB LOCATION

Cheakamus Centre, Brackendale, BC. www.cheakamuscentre.ca

COMPENSATION \$20-\$22 per hour dependent on experience

In addition to wages, we offer extended benefits (with minimum 30 weekly hours after 6 months).

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: jason@cheakamuscentre.ca

CHEAKAMUS CENTRE

nature is in session

Please include 'Banquet Captain' in the subject line of your email.