

## **Food and Beverage Supervisor**

### **Foxwood Golf & Country Club**

**Location:** Baden, Ontario

**Department:** Food & Beverage

**Reports To:** General Manager

**Classification:** Full Time Seasonal (must be available to work any shift including evenings, weekends, and holidays)

#### **Summary:**

We are looking for passionate and energetic people to join our 2022 Food and Beverage team! The Food & Beverage Supervisor responsibilities are to provide efficient and friendly service, promote and ensure guest satisfaction, as well as promoting a safe and healthy work environment for all employees and guests. Always conduct yourself in a professional manner and represent yourself, the food and beverage team, and the club to the highest degree.

#### **Responsibilities:**

- Report to workstation at scheduled times, maintaining desired operation efficiency
- Complete in a timely manner all tasks as directed by the Food & Beverage Manager
- Complete all work-related tasks and duties required to successfully execute banquet operation
- Comply with all operations manuals, opening and closing procedures, daily work sheets,
- Restaurant procedures, cleaning schedules and all other duties required to successfully execute daily routines in an efficient restaurant.
- Assist as required with receiving deliveries and thoroughly checking invoices for product quality, quantity, and price
- Team members are to check dates of expiry on non-alcoholic beverages to confirm they are valid
- Maintain efficient stock controlling methods for all banquet-related products, specifically towards maintaining shelf life especially with perishable items), stock rotating to avoid wastage and spoilage

#### **Qualifications:**

- Time management skills
- Able to work flexible shifts
- Ability to work as a team or independently
- Excellent communication and customer service skills
- Strong organization skills
- First aid training (preferred)
- Food handlers' certificate (preferred)
- Smart Serve Certification

#### **Apply:**

Please submit your resume and cover letter to Ron Knight, General Manager at [manager.foxwood@golfnorth.ca](mailto:manager.foxwood@golfnorth.ca)