

## **Assistant Hospitality Manager**

### **The Club at Bond Head**

**Location:** Bond Head, Ontario

**Department:** Food & Beverage

**Reports To:** Hospitality Manager

**Classification:** Full-Time Seasonal (must be available to work any shift including early mornings, days, weekends & holidays)

#### **Summary:**

The Assistant Hospitality Manager is responsible for assisting with the management and execution of all aspects and areas of the Food and Beverage department. The Assistant Hospitality Manager is also responsible for all aspects of planning, coordinating and execution of activities related to external event bookings including weddings, meetings, conferences, receptions and holiday parties.

#### **Primary Responsibilities:**

- Responsible for all functions and duties related to the management and operations of the facilities food and beverage service.
- Direct and assist in the development and implementation of innovative promotional and sales initiatives.
- Engage new external contacts to increase event bookings and revenue; provide prompt and detailed responses to all external inquiries.
- Create and maintain positive working relationships with all primary event contacts through the pre-planning stages leading up to a special event delivery.
- Oversee the special event delivery, be visible and available to the onsite event contact along with facility staff for issues/adjustments that may arise.
- Promptly seek feedback from primary event contact through follow-up and ensure accurate invoice details prior to final invoice preparation and delivery.
- Provide leadership and support for all Food and Beverage staff.
- Provide assistance and feedback for all Food and Beverage menus.
- Ensure ongoing measures are taken to deliver and maintain high levels of employee satisfaction.
- Responsible for opening and closing the clubhouse.
- Always provides a professional image through appearance and dress.
- Any other duties or responsibilities outlined by the General Manager.

#### **Qualifications:**

- Proven Food and Beverage management experience

- Working knowledge of various computer software programs and filing sharing (MS Office, Google Drive, PoS, iPad)
- Ability to spot and resolve problems efficiently.
- Ability to delegate and multi-task.
- Communication and leadership skills.
- Ability to manage personnel and meet financial targets.
- Food Handlers' certificate (preferred)
- Smart Serve Certification

**Apply:**

Please submit your resume and cover letter to **Sandra Schell** via the email address [hospitality.bondhead@golfnorth.ca](mailto:hospitality.bondhead@golfnorth.ca). Please write "**Bond Head - Assistant Hospitality Manager**" in the subject line.