

BANQUET SERVERS + BARTENDERS

Hollyburn Country Club is a private family Club that provides its members with an exclusive hub for activity, sport, dining, entertainment, socialization and business.

Job Snapshot

Employment Type:	Part-time
Benefits:	Yes
Reports to:	Jan Freeman – Catering Manager
Date Posted:	May 23, 2018
Location:	Hollyburn Country Club, 950 Cross Creek Road, West Vancouver, BC

BANQUET SERVER ROLE RESPONSIBILITIES:

- Assist with food and table prep before the event begins
- Set up buffets with food presentation standards and practices in mind, ensuring safe food handling performance
- Serve plated dinners to guests and respond to requests for beverages, appetizers and other needs
- Communicate with Banquet Captain/Supervisor as well as other servers and event organizers
- Clean up venue after event ends and assist with inventory, food storage and other closeout tasks
- Read and understand all particulars of Banquet Event Orders, including start time and beverage requirements.

ROLE REQUIREMENTS

- Customer service or food & beverage experience an asset but not required as we will train the right people for the job!
- Open flexibility for days and weekend shifts required
- Own transportation an asset
- Good communication skills, team player, positive attitude, and being able to follow directions efficiently
- You agree to get a Criminal Record Check with a vulnerable sector search at your local Police Department immediately upon being hired --- you will be reimbursed for this expense in full
- You currently live the values of the HCC Staff team: being *Powered ON* or energized at all times; displaying a *Service First* attitude (excellent customer service skills); and creating FOMO (the fear of missing out) in your daily interactions
- You consistently display evidence of the following key characteristics required for optimal delivery of customer service to members, guests, and staff: (1) enthusiasm, (2) teamwork, (3) initiative, (4) adaptability, (5) empathy, and (6) accountability
- You go above and beyond to demonstrate awareness and understanding of Hollyburn's aim to deliver exceptional service to its members

BARTENDER ROLE RESPONSIBILITIES:

- Read and understand all particulars of Banquet Event Orders, including start time and beverage requirements
- After function, remove inventory and all beverage equipment to proper storage and clear off tables. Take out all garbage to dumpsters
- Retrieve and store bar glassware to proper storage
- Work effectively and efficiently with the banquet team
- Respond to the Banquet Captain's instructions and directions
- Observe all safety procedures during the execution of assigned duties
- Maintain a positive and professional attitude towards guests, co-workers and management
- Keeps work station clean at all times
- Ability to set-up Banquet Function Bar set-ups
- Collect all necessary equipment, beverages, etc. to set up designated area
- Provide beverage service to guests in a professional and courteous manner

REQUIREMENTS

- Open flexibility for days and weekend shifts required
- Own transportation an asset
- Good communication skills, team player, positive attitude, and being able to follow directions efficiently
- You agree to get a Criminal Record Check with a vulnerable sector search at your local Police Department immediately upon being hired --- you will be reimbursed for this expense in full
- You currently live the values of the HCC Staff team: being *Powered ON* or energized at all times; displaying a *Service First* attitude (excellent customer service skills); and creating FOMO (the fear of missing out) in your daily interactions
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- Serving it Right Certificate

STAFF BENEFITS

- Competitive wages & extended health benefits*



Hollyburn Country Club

- On-duty staff meals (taxable benefit for full-time and part-time employees only)
- Free on-site parking
- Rewards and recognition programs
- Development and educational opportunities
- Career advancement opportunities
- Seasonal staff team building events & activities
- Exclusive access to *Facebook At Work*[®], our new internal communication tool for HCC Staff
- Staff discount in the Sports Boutique

**PT and FT staff eligible for benefits after passing 3-month probationary review*

Sounds like Hollyburn Country Club will be a great fit for you?

Apply today! Please send your cover letter and resume to the Hiring Manager for this role:

Hiring Manager's Name & Position:	Christin Fiddelke
Hiring Manager's email address:	cfiddelke@hollyburn.org

**No phone calls please. Only shortlisted candidates will be contacted.*

Thank you for your time --- We look forward to hearing from you!

Sincerely,

