
TITLE: Premium Services Supervisor

DEPARTMENT: Food & Beverage

REPORTS TO: Director of Food & Beverage / Executive Chef

TYPE OF POSITION Part Time, Hourly

MINIMUM QUALIFICATIONS:

- Serving It Right and Food Safe certificates required
- Minimum 1 year Supervisory/Shift Lead experience required. Fine dining and/or banquet experience preferred.
- Must be able to work a fluctuating work schedule that will vary depending on events schedule (including days, evenings, weekends, holidays, etc.)

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment. Must be fluent in English both written and verbally.
- Ability to lead in a team-oriented, fast-paced, event-driven environment, standing for long periods
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.
- Ability to handle cash accurately and responsibly.

DUTIES & RESPONSIBILITIES:

- Thorough knowledge of POS system, policies and procedures. Must be familiar with the menu.
- Responsible for overseeing the food and beverages services provided to premium clients
- Responsible for serving/bartending when needed. (Must check guest's ID to verify minimum age requirement for the purchase of alcoholic beverages)
- Responsible for tending to guest inquiries
- Makes every effort to visit all premium clients each event in order to build and maintain a professional rapport ensuring guest satisfaction
- Maintains sanitation, health and safety standards in work areas
- Must show demonstrated ability to meet the company standard for excellent attendance
- Assures that the location equipment is operable and clean before, during and after events
- Responsible for recognizing guests that are visibly intoxicated and taking action when necessary
- Responsible for ensuring that beginning and ending inventory counts are accurately recorded
- Troubleshoot issues as they arise and resolve them in a calm, professional and tactful manner
- Performs other duties as assigned

This job description is subject to change.

To apply for this position please either email your resume to
Marty Morel, Director of Food & Beverage at marty.morel@abbotsfordcanucks.ca, or by person
ATT: Marty Morel – Director of Food & Beverage
33800 King Road Abbotsford BC, V2S8H8