

JOB POSTING

Job Title: Assistant Banquet Captain

Job Status: Permanent.

Start Wage: \$25.55/hr to \$26.05/hr (at 1 yr.), plus a minimum \$5 of gratuities for every hour worked in an event

Summary of Position:

To represent the Inn at Laurel Point in all guest interactions as “A refined coastal experience in a waterfront city setting, guided by sincere, friendly service, to create remarkable memories.” An Assistant Banquet Captain assists the Events Operations Manager in supervising the banquet team. They should maintain a high-profile presence on the floor to ensure quick response to client requests and smooth execution of turnovers.

Responsibilities:

- Plan, assist and check function set-ups according to BEO contracts
- Supervise and assist during events, giving instructions to the banquet team to ensure all guest needs are met
- Assume 100% responsibility of banquet set-ups and performance of banquet service team
- Motivate and drive service team to work efficiently and professionally
- Communicate clearly with banquet leadership team
- Reading and understanding of Banquet Event Orders
- Complete billing after each function and complete and distribute recap reports
- Ensure that appropriate communication between shifts and other departments take place regarding any changes, conduct daily shift briefings
- Assist clients with last minute changes or concerns
- Maintain a safe working environment, and ensures departmental awareness of health and safety standards
- Lead the banquet team by setting examples and direct coaching, assists with the training and development of all banquet colleagues
- Liaison between kitchen, sales and events
- Be an exemplary representative of the Inn at Laurel Point to guests and associates
- Comply with Banquet Standards set in place by the Events Operations Manager and reiterates these standards to colleagues

Qualifications:

- Supervisory experience in Banquets and/or Food & Beverage an asset
- Serving and event planning experience an asset
- Excellent verbal & written communication skills
- Sound working knowledge of MS Word, Excel, Outlook, and Point of Sales system an asset
- Attention to detail

- Food and wine knowledge
- Foodsafe Level 1 and Serving It Right certified
- Ability to problem solve
- Team oriented
- Must be able to embrace the 4 core values of the Inn at Point: Excellence, Respect, Curiosity and Stewardship

Job Requirements:

- Must have flexible availability and transportation for shift work: from very early mornings, to very late nights (past midnight) as shifts will vary from day-to-day and week-to-week
- Must be fully available to work weekends and statutory holidays
- Must be able to lift 40lbs on a regular basis
- Must be legally permitted to work in Canada

Reports To: Events Operations Manager & Assistant Events Operations Manager

Closing Date: Please submit your application as soon as possible as applications are reviewed daily

Apply Now! Please email your resume to careers@laurelpoint.com. For more information, please visit our Careers page at www.laurelpoint.com/careers

What's in it for you?

- Competitive Wages
- A fun & friendly workplace culture that embraces diversity
- Cross-training opportunities to grow your skills
- Best staff meal in town and by the way, it's free!
- Complimentary parking on non-restricted days during the off-season
- Comprehensive benefits package
- Colleague of the month recognition program
- Summertime volleyball on Sticky Wicket rooftop, BBQs on our stunning Terrace patio, free themed year-end Gala to thank you
- Aura waterfront restaurant + patio staff discount - 50%
- Need a staycation? We've got you covered, after your 1-year work anniversary, enjoy a complimentary one night stay including breakfast for 2
- Friends & Family hotel discount (so you can show off your amazing workplace)
- Candidate referral bonus - \$500
- Industry discounts
- Workshops
- Cross-training opportunities
- Skill and advancement training programs
- Shower and locker facilities



Thank you for considering Inn at Laurel Point as your employer of choice!