

# JOB POSTING

**Job Title:** Banquet Chef

**Job Status:** Full-time, Permanent

**Start Wage:** \$75,000 per annum

## Summary of Position:

The Banquet Chef is responsible for overseeing the daily operations of Banquet offerings. The Banquet Chef works with and under the direction of the Head Chef and assists in the supervision of the kitchen in the absence of the Head Chef.

## Responsibilities:

- Manage, plan and supervise the daily operation of the banquet kitchen and support in other areas as needed
- Provide leadership through ongoing training, development, performance evaluations and direct supervision of culinary team
- Work alongside the banquet culinary team to prepare for and execute events
- Develop, cost and implement annual menus as well as custom menus as requested
- Assist in achieving financial and operational targets both food cost and labour cost control
- Work with the Culinary leadership team to develop and monitor food standards
- Manage weekly schedules and labour costs, by ensuring productivity levels are maximized through the effective utilization of all colleagues and providing hands-on support when needed
- Ensure performance management of culinary colleagues is conducted in a timely and consistent manner
- Review Banquet Event Orders and attend the weekly BEO Meeting
- Plan and work closely with Sales and Events to ensure our events exceed the guests' expectations while keeping food costs in line
- Attend pre conference meetings and scheduled food and beverage meetings
- Work together with the Head Chef and other leaders in maintaining proper inventory controls for food, supplies and equipment
- Conducts ordering for the kitchen in the absence of or at the request of the Head Chef
- Work closely and effectively communicate with Banquet leaders, and other departmental leaders, to ensure the smooth management of operations through preparation and follow-up
- Promote teamwork between the culinary team and the banquet department
- Communicate effectively with all colleagues and leaders
- Ensure all colleagues adhere to Inn at Laurel Point's Health and Safety Policy and BC Food Safe Standards

- Support all Health, Safety & Wellness requirements and initiatives throughout the hotel
- Operate and maintain equipment in a safe manner
- Comply with all company policies and procedures as outlined
- Assist in conducting colleague meetings
- Develop kitchen colleagues to their fullest potential in a calm, compassionate and effective manner
- Any other duties deemed necessary to fulfill the role

#### Job Requirements:

- Red Seal Certification or equivalent, with a minimum of 5 years as overseeing multiple outlets
- Proven leadership and managerial skills supporting an environment of colleague growth & development and interdepartmental teamwork
- Extremely creative and a demonstrated ability to energize a diverse team of culinary professionals
- Current on culinary trends and active in the furthering of his/her culinary development
- Must have valid Food Safe Certification
- First Aid Level 1, WHMIS and Food Safe Level 2 an asset
- Sound working knowledge of Windows XP, MS office, Excel, and Outlook
- Knowledge of all related kitchen positions
- Understanding of Front of the House operations and functions
- Must be able to lift 30lbs on a regular basis
- Flexible availability for shift work including early mornings and late nights
- Must be fully available to work weekdays, all weekends and all statutory holidays
- Understands the importance of creating a fun and rewarding work environment
- Must be able to embrace the 4 core values of the Inn at Laurel Point: Excellence, Respect, Curiosity and Stewardship


#### Reports To: Head Chef

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](mailto:careers@laurelpoint.com). For more information, please visit our Careers page at [www.laurelpoint.com/careers](http://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

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- 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!