

A HOTEL WITH THE FREEDOM OF STYLE!

Located in the heart of Central Alberta, CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE is the ideal place to start your career in hospitality, providing excellent and personalized service to our guests while working within a positive team environment.

We are currently looking for a customer-focused, energetic, organized and professional individual who wants to work in a fast-paced environment to fill the position of **Banquet Server/Porter**. Under the guidance of the **Banquet Manager and Captains**, the **Banquet Server/Porter** is responsible for the set up of assigned tables, retrieving and serving alcoholic and non-alcoholic beverages, in addition to serving food orders to guest tables in a courteous and efficient manner. The successful candidate must have superior customer service and multitasking skills as well as the ability to prioritize tasks with minimal supervision.

Key responsibilities:

- Maintain knowledge of service requirements such as menu selections, ingredients, prices, station assignments and table settings
- Be aware of group name, type of function, expected attendance, scheduled hours of service and arrange for special requests
- Maintain knowledge of, and strictly abide by, provincial liquor regulations
- Perform set up, serving, and cleaning duties
- Greet guests as they arrive and assist them with seating
- Take guests' alcoholic beverage orders, utilizing suggestive selling techniques when specified on function requirements
- Be familiar with all hotel services, features, local attractions and activities to respond to guest inquiries accurately and promptly
- Clean the meeting/banquet room(s) when not in use. When filling the role of Banquet Porter, you will vacuum the carpets, spot clean walls, wipe down chairs and dust all areas of the room(s).
- Other related duties as assigned by the Banquet Manager or Banquet Captain.

Qualifications & Experience:

- Minimum high school diploma or GED
- One to two years of related experience in a fast-paced environment transporting food and beverage trays of up to 25 pounds, and standing and walking for prolonged periods of time
- Ability to perform duties with minimal supervision
- Proven communication (written and verbal) and customer service skills and experience
- Work well under pressure
- Excellent work ethic; driven, organized, dependable, flexible, availability to pick up or volunteer for shifts as required to maintain operational requirements
- Must be fluent in English, both written and verbal. Ability to work following verbal and written instructions.
- Up-to-date ProServe Certification (through AGLC) required.

Hours of Work: The hours of work for this position will vary depending on operational requirements, but will include day, evening and weekend shifts.

The **CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE** is an equal opportunity employer and believes diversity strengthens us as a workplace; we encourage all those qualified to submit a cover letter and resume to Human Resources humanresources@cambridgereddeer.com. Please ensure the name of the position is included in the subject line.

All applicants must be legally entitled to work in Canada. The successful candidate will be subject to a criminal record check and/or other background checks. This position will remain open until a suitable candidate is found. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE

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www.cambridgereddeer.com