

A HOTEL WITH THE FREEDOM OF STYLE!

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

The largest conference hotel in Central Alberta, the Cambridge Red Deer Hotel & Conference Centre is seeking a **Restaurant Assistant Manager**. This position will work within the Food & Beverage Department ensuring a high level of product and service from the R&R Grill Restaurant and Joes Café.

Restaurant Assistant Manager

Duties and Responsibilities

- Assist in development of menus, promotions and seasonal menus in coordination with the Food and Beverage Director with a focus on achieving all Cambridge Hotel Red Deer operating standards and menu requirements
- Assist in developing and maintaining high levels of service for all restaurant associates
- Develop and maintain a schedule reflecting strong customer service goals within budgeted labor targets; fill in schedule charts
- Work with all departments to ensure guests receive a superior level of service and support
- Assist in analyzing restaurant sales levels and develop programs designed to increase guest flow, develop hotel interaction and increase profit centers
- Check food for taste, temperature and presentation
- Maintain adequate level of supplies
- Fill out daily storeroom requisitions and submit to the appropriate departments in a timely fashion
- Perform monthly inventory
- Work regular shifts; A variety of days, evenings and weekends are required
- Resolve customer complaints and assist wait staff as necessary.
- Ensure that area remains clean, maintained and properly stocked.
- Establish and enforce Hotel policies, rules and regulations.
- Attend regular management meetings and contribute ideas with regard to hotel operations in general.
- Enforce all applicable liquor laws and complete liquor purchase order sheets.
- Perform other related duties as required.

Education, Experience, Knowledge and Skills Required

- Minimum 5 years of progressive experience in Food and Beverage
- Experience in supervisory role leading a team of people an asset
- Post-secondary education in hotel management an asset.
- Pro Serve and Pro Tect Certification required
- Ability to train staff and help them to continue to improve and develop their skills.
- In-depth knowledge of food and wines as well as effective serving skills.
- Knowledge of fine dining standards an asset
- Ability to utilize computer programs and POS systems
- Mature and professional appearance.
- The ability to work well under pressure and be detail oriented.
- Strong work ethic and positive team attitude.
- Be able to lift up to 25 pounds.

The **CAMBRIDGE RED DEER HOTEL & CONFERENCE CENTRE** is an equal opportunity employer and encourages individuals interested in this position to submit a cover letter and resume to Human Resources. Please ensure the name of the position is included in the subject line. 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.**