

A HOTEL WITH THE FREEDOM OF STYLE!

*Located in the heart of Central Alberta, the CAMBRIDGE HOTEL & CONFERENCE CENTRE *red deer 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.*

We are currently looking for an experienced **Banquet Supervisor** to fill a full-time opening. The ideal candidate will have a proven ability to work as a team player in a fast-paced environment and has a high attention to detail. In conjunction with the Banquet Manager and Assistant Manager, the Banquet Supervisor will ensure banquet rooms are prepped to specifications, staff are fully prepared, guests are well taken care of, and all banquet functions run efficiently.

Key Responsibilities:

- Hold pre-function staff meetings to review functions and set up order of servicing procedures from start to finish
- Schedule and coordinate the shifts and tasks of staff
- Inspect function rooms ensuring setup conforms to the banquet event order
- Check banquet functions to ensure quality guest service
- Update kitchen staff on number of guests
- Respond to guest requests for special services and resolve any guest problems or complaints
- Supervise and assist with the clean-up after a function
- Ensure safe working conditions for staff in banquet areas
- Ensure staff are well-trained and for a variety of functions
- Demonstrate a professional and positive work ethic guests at all times.
- Actively participate in the Cambridge Red Deer Health and Safety Program

Qualifications & Experience:

- At least one year of related experience in a supervisory capacity
- Guest oriented with a sincere, helpful, caring and friendly personality
- Attention to detail, order and cleanliness
- Effective communication skills and ability to maintain composure and objectivity
- ProTect and ProServe Certifications (through AGLC)
- Demonstrated ability to lead and direct a team
- Strong working knowledge of hospitality industry principles, methods, practices, and techniques
- Ability to supervise employees, including organizing, prioritizing, and scheduling work assignments
- Able to respond quickly in a dynamic and changing environment
- Must be fluent in English, both written and oral
- Standard First Aid with CPR certification is an asset.

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

3310 – 50th Avenue, Red Deer, Alberta T4N 3X9

www.cambridgereddeer.com