

*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 **Food and Beverage Manager**. Under direction of the General Manager, the **Food and Beverage Manager** is a hands-on role assisting the Executive and Management Teams to create and execute on the strategic direction of Cambridge Red Deer Hotel.

This role can be further defined as managing the overall operations of the hotel's various outlets though maintaining cost and quality standards, maximizing profits, developing and retaining employees and exceeding guest expectations. Examining, analysing and evaluating food and beverage operations of the hotel to ensure adherence to standards and policies in order to reach and maintain top performance.

**Duties and Responsibilities:**

- Achievement of budgeted food sales, beverage sales, labour costs and profitability.
- Participation and input towards food and beverage marketing activities.
- Completion of monthly forecast and annual budgets.
- Work with the Executive Chef in menu planning and pricing.
- Assure completion of requisitions where deemed necessary.
- Managing of food and beverage vendor contracts.
- Oversee the completion of monthly inventory.
- Purchasing of purchase requirements of small wares, linens requirements etc.
- Consistent check of banquet food and beverage quality, banquet services and presentation.
- General oversight of the various outlets, including a restaurant, a deli/coffee shop, lobby lounge, VLT lounge and two nightclubs.
- Liaise on an on-going basis with the Sales & Catering Department to ensure all client needs and requirements are met.
- Ensure a professional attitude and proper business attire when on property, ready to meet or service a client at any time.
- Responsible for overseeing food and beverage staff training and development.
- Serve as a member of the executive team; work with the team on overall hotel strategy and goals.
- Performs other duties, as assigned, to meet business needs.

**Education, Experience, Knowledge and Skills Required:**

- Culinary school diploma or degree in food service management or related field
- Proven food and beverage management experience, preference given to those with hotel, catering and outlet experience
- Working knowledge of various computer software programs (MS Office, restaurant management software, POS)
- Ability to spot and resolve problems efficiently
- Mastery in delegating multiple tasks
- Communication and leadership skills
- Up to date with food and beverages trends and best practices
- Ability to manage personnel and meet financial targets
- Guest-oriented and service-minded

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 at [humanresources@cambridgereddeer.com](mailto: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 – 50<sup>th</sup> Avenue, Red Deer, Alberta T4N 3X9

[www.cambridgereddeer.com](http://www.cambridgereddeer.com)