



## Inn at Laurel Point

Are you interested in joining the leading culinary hotel in Victoria? We offer a fun work atmosphere that promotes creativity & career development, and boasts a team of energetic, passionate food & beverage and culinary professionals. If this sounds like you, we'd love to meet you!

**Job Title:** Assistant Food & Beverage Manager

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

### **Summary:**

The Assistant Food & Beverage Manager is responsible for assisting the Director of Food & Beverage and other Food and Beverage leaders to maintain the operations of Banquets, In Room Dining and AURA restaurant + patio when required. Creating an innovative and warm dining environment as part of the Food & Beverage team, the Assistant Food & Beverage Manager's main focus is daily operations and leadership in the absence of the Director of Food & Beverage and other Food & Beverage leaders.

### **Responsibilities:**

- The Assistant Food & Beverage Manager is responsible for the daily operations of Banquets, In Room Dining & AURA waterfront restaurant + patio when required and for the supervision of the colleagues within these departments
- Forecast business levels and schedule colleagues accordingly to ensure guests' expectations are exceeded while budgeted profit margins are achieved
- Expense management - ensure all expenses (labour and operations) are controlled to achieve maximum profitability
- Actively participate in inventory controls to ensure team members have the required equipment and products while the hotel's expenses are kept inline
- Responsible for the appearance, orderliness, cleanliness and proper set up of Banquets, In Room Dining and AURA waterfront restaurant + patio
- Develop colleagues via facilitation of hotel and departmental training programs on service standards, selling techniques, and food and beverage education to consistently raise the bar for service standards and sales objectives within Banquets, In Room Dining and AURA waterfront restaurant + patio
- Develop colleagues through effective and timely performance management and performance appraisals
- Reading and understanding of Banquet Event Orders
- Complete accurate billing after each Banquet function and complete and distribute post-event reports
- Ensure that appropriate communication between shifts and other departments takes place regarding any changes and conduct daily shift briefings

- Constantly seek ways to build customer/guest loyalty and improve guest recognition programs
- Ensure colleagues follow all hotel policies and procedures and the collective agreement
- Ensure the POS is properly maintained and utilized to full potential
- Maintain a safe working environment, and ensure departmental awareness of health and safety standards
- Effectively liaise with the Culinary and Sales & Events teams
- Any other general duties

#### Qualifications:

- Supervisory experience in Food & Beverage and/or Banquets required
- Ability to motivate, lead and coach a diverse team
- Minimum 3 years serving experience within an upscale casual or fine dining Food & Beverage establishment or equivalent experience in a high end Banquet program required
- Experience in an unionized environment an asset
- Inventory management experience (maintaining, counting, tracking & ordering)
- Sound product knowledge of food, wine and spirits with a proven ability to sell. Sommelier diploma an asset
- Must be available to work weekdays, weekends and statutory holidays, including early mornings and late nights
- Previously trained new or existing team members
- Dynamic, inspirational, goal oriented, innovative and exceptional communicator
- Thrives under a high pressure and fast paced environment
- Understands the importance of creating a fun and rewarding work environment
- Sound working knowledge of MS office, Excel, Outlook, and Micros or POS equivalent required
- Sound working knowledge of Open Table an asset
- Valid Food Safe and Serving It Right certification required
- Must be able to embrace the 4 core values of the Inn at Laurel Point: Excellence, Respect, Curiosity and Stewardship

Reports To: Director of Food & Beverage

#### What's in it for you?

- Competitive salary
- Comprehensive medical and extended health benefits package including dental, life insurance, critical illness insurance
- Employer-sponsored RRSP contribution program
- A fun & friendly workplace culture that embraces diversity
- Best staff meal in town and by the way, it's free!
- Complimentary parking on non-restricted days during the off-season
- Leader of the Month Recognition program
- Summertime volleyball on Sticky Wicket rooftop, BBQs on our stunning Terrace patio, free themed year-end Gala to thank you
- AURA waterfront restaurant +patio staff discount - 50%
- Friends & Family hotel discount (*so you can show off your amazing workplace*)
- Candidate referral bonus - \$300

- Industry discounts
- Workshops
- Skill and advancement training programs
- Shower and locker facilities

We're looking for people who want a career that defines who they are. Because this is not just a job. It's an expression of your values and ours. We're more chameleons than corporate. More approachable than distant. Yet we're always professional and 100% committed.

We also value innovation. We want people who prefer to count on their inner resources and flexibility over rigid policies and procedures. And in return, we'll treat you as we do our guests: with sincerity, an open mind and respect.

This is a company for real people. Interesting people. People in search of a place to stay and make a difference.

If that's you, let us know.

### **Summary of Company**

Inn at Laurel Point is an elegant, Pacific Rim-inspired waterfront hotel located downtown on Victoria's Inner Harbour. It was the first carbon-neutral hotel in BC and, Condé Nast Traveler has rated the Inn as one of the top 25 hotels in Canada. For more information visit [www.laurelpoint.com](http://www.laurelpoint.com).

Thank you for considering Inn at Laurel Point as your employer of choice!