



Position opening:

Suites and Catering Supervisor

Canalta Centre

Medicine Hat, Alberta

POSITION: Suites and Catering Supervisor
DEPARTMENT: Food and Beverage
REPORTS TO: Director of Food and Beverage/Food and Beverage Manager
FLSA STATUS: Part-Time (approx. 25-30 hours/week)

Summary:

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for the Suite and Catering Supervisor for SMG Medicine Hat Canalta Centre. This position is responsible for soliciting food & beverage events and servicing the food & beverage needs/requirements of any event client. This position will also direct, coordinate, and supervise all suite and catering related activities. We are looking for a positive, service-oriented and assertive professional that will work with our leadership team to build and oversee the catering / suites areas.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Establishes client food, beverage and operational needs for the event and/or non-event day.
- Develops and implements sales and marketing strategies to establish and increase "short term" catering functions.
- Oversees all Suite and/or Catering food and beverage operations during events to ensure client satisfaction and quality control standards.
- Develops work plans including scheduling and ordering and assigns appropriate duties to subordinates within suites and catering department.
- Works within established guidelines for food and labor costs.
- Maintains inventory control.
- Prepare, complete and distribute financial reports pertaining to the event in a timely manner.
- Assist Food & Beverage Manager in the hiring of suite and catering servers.

Supervisory Responsibilities

Supervises team members in the suites and catering department. Responsible for the overall direction, coordination and evaluation of any of the department. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include assisting with interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems within the suites and catering department.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty
March 2019

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Minimum 5 years' experience in a supervisory level position in Food & Beverage or training
- Or equivalent combination of education and experience
- Pro Serve and ProTect tickets

Skills and Abilities

- Excellent organizational and planning skills
- Strong customer service orientation
- Excellent communication and interpersonal skills
- Excellent computer skills including the knowledge of spreadsheet and word processing software
- Knowledge of sales and marketing principles to promote the facility

Computer Skills

To perform this job successfully, an individual should be proficient In Word and Excel. Point of Sale experience an asset

Other Qualifications

- Requires the ability to work flexible hours including nights, weekends, and holidays in addition to normal business hours
- Ability to work with limited supervision and as a team member

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

Please send a copy of your most recent resume and cover letter to:

March 2019

Cory Lindstrom
clindstrom@canaltacentre.com

SMG is an Equal Opportunity employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply.