

THERECC.CA

# JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE

## FOOD & BEVERAGE SUPPORT STAFF

Casual & Part Time Available (Daily Operations & Event Support)

### POSITION SUMMARY START DATE: IMMEDIATELY

Reporting to the Food & Beverage Hospitality Manager, our Food & Beverage staff provide pivotal support to a dynamic and energetic team. This position contributes to a broad range of services that complement and enhance the recreational & leisure activities offered at the RECC. Concerts, Trade Shows, Competitions, Conferences, Convocations, Graduations, Caterings, Birthday Parties, and events of all kinds!

- Experience in the catering and hospitality field would be considered an asset.

### DUTIES INCLUDING BUT NOT LIMITED TO

- Point of contact for party rentals, caterings, and room bookings
- Ensure all catering, room set up, and AV needs are met
- Assist with planning/execution of performing artist riders
- Ensure quality of product, delivery, and customer satisfaction
- Assist with the oversight of inventory and orders
- Ensure stock rotation
- Implementation of health and safety procedures
- Support concession Team Leads in meal prep & product delivery
- Work with a team to ensure the success of all special events: bartending, selling concessions, catering, event set up and tear down

### QUALIFICATIONS + REQUIREMENTS

- Experience in catering and hospitality an asset
- Administrative experience within the F & B sector is an asset
- Smart Serve and food handling certification
- Proven success with large event food service delivery
- Highly developed organizational and time management skills
- Ability to multi-task
- Handling competing priorities/deadlines effectively and efficiently
- Experience in responsibility of large amounts of cash transactions
- Strong interpersonal skills – Team Player
- Ability to effectively connect with diverse people groups
- Intermediate computer skills; Word, Outlook & Excel an asset
- Experience in database systems an asset
- CPR/First Aid certification (or willing to obtain)
- Flexible Work Schedule – Daytime/Evenings/Weekends

We welcome resumes from all qualified applicants. However, only those selected for an interview will be contacted. Applicants are invited to submit a cover letter and resume to **[HFRASER@THERECC.CA](mailto:HFRASER@THERECC.CA)**

