

Dated: September 26, 2008



INTERNAL JOB POSTING

Assistant Food & Beverage Manager

This position is responsible for assisting all areas of the food and beverage operation including the restaurant, lounge and banquets. This covers scheduling, assurance of service standards, ensuring high levels of service to our guests in all areas of food and beverage and the performance management of staff.

Basic Responsibilities:

1. To ensure proper operation of the hotel dining room, lounge and banquets
2. To ensure service standards are upheld at the highest level of service at all times
3. Assist staff in all areas of F&B service when required.
4. To train, upgrade and develop service staff for the restaurant & lounge and banquets
5. To ensure that labor and beverage costs are attained
6. To develop positive relationships with guests
7. To place weekly liquor and bar products orders
8. To perform monthly coaching sessions and performance reviews for service staff
9. To complete and post accurate and cost effective schedules for service staff
10. To ensure highest level of cleanliness is attained at all times
11. To ensure all health and safety standards are adhered to at all times
12. To ensure that all conditions of the collective agreement are upheld.
13. Able to perform all duties and tasks assigned to F&B staff.
14. Assign staff to specific section and give instructions on what needs to be completed
15. Handle guest inquiries and complaints.
16. Performance management of all F&B staff members.
17. Order and maintain par stock of necessary operating items for the restaurant and lounge in conjunction with the Director of F&B.
18. Have open line of communications with all staff
19. Handle all F&B items according to government health standards, ensuring all restaurant staff does the same.
20. Be familiar with responsible liquor service and existing government relations to liquor service.
21. Know all fire and safety procedures and take all necessary means to ensure the safety of all guests and staff in emergencies.
22. Handle and store all equipment with care and ensure that all staff does the same.

SKILLS, ABILITIES AND QUALIFICATIONS:

The ideal candidate will possess a positive attitude, be guest focused and able to think on their feet, they must be an effective and supportive team player, good attention to detail. Ability to program, utilize and analyze POS. Familiar with HACCP and WHMIS practices.

Hours of Work: 40-44	Rate of Pay: salary range based on experience	Number of Positions: 1
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If you are interested in the above position, please submit your resume to:

Jackie Vallis, Human Resources Manager
5 Calgary Downtown Suites
618-5th Avenue SW, Calgary, Alberta T2P 0M7
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Fax: 403-262-9991

Deadline for Applications: Tuesday, September 30, 2008