



Village of Mannville

Mannville Riverview Golf Course Clubhouse & RV Resort

Seasonal Employment Opportunity for the Term: April 15 – October 15, 2019 (approx.)

Position: Food & Beverage Supervisor at the Clubhouse

The Mannville Riverview Golf Course is looking for an individual to fill the position of Food & Beverage Supervisor for the Clubhouse operations. The Food and Beverage Supervisor will report directly to the Golf Course Manager.

Wages range: \$19.00/hr. to \$24.00/hr. depending on experience

Duties Include, but are not limited to:

- Responsible for all aspects of food & beverages (ordering & receiving supplies, menu planning, AGLC regulations, food hygiene, health & safety, cash management and inventory control)
- In conjunction with the Manager, schedule hours of clubhouse staff to ensure proper staffing levels.
- Assist with clubhouse duties, such as greeting customers, handling general inquiries, booking tee times, campsite reservations, answering phone, collection of fees, etc.
- Perform other reasonable duties as requested by Golf Course Manager or Chief Administrative Officer

Qualifications:

- High school diploma or equivalent
- Food Safety and Pro Serve Certifications
- Previous experience in food and beverage industry is a requirement
- Previous supervisory experience in food and beverage preparation and service is an asset
- Flexible hours of work are required for this position
- Ability to work well under pressure, able to multitask and prioritize work to meet deadlines
- Must have excellent organizational and communication skills

A Job Description is available upon request.

Application deadline: February 28, 2019 at 12:00 Noon

Position will remain open until a suitable candidate is selected.

Please send cover letter and resume to the following:

Village of Mannville
Jody Quickstad, Chief Administrative Officer
Box 180
Mannville, Alberta T0B 2W0
Email: cao@mannville.com
780-763-3500

The Village of Mannville thanks all applicants for their interest in this position, however, only those selected for an interview will be contacted.