



SEASONAL EMPLOYMENT OPPORTUNITY

FOOD & BEVERAGE SUPERVISOR

Mannville Riverview Golf Course & RV Resort

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

Duties Include, but are not limited to:

- Responsible for all aspects of food and beverages (alcohol & non-alcoholic) i.e., ordering and receiving, inventory & internal control, menu planning, meal specials, quality, coordination, preparation, presentation and golf course beverage cart during tournaments and events;
- Responsible to maintain all regulations as set out by the Provincial Health Inspector;
- Responsible to maintain all regulations as set out by the Alberta Gaming & Liquor Commission;
- Responsible for setting schedule for kitchen staff to ensure proper staffing levels;
- Responsible for controlling, authorizing and submitting to Village Office Accounts Payable invoices;
- Responsible for cash management (daily cash outs, reconciliations and bank deposits etc.);
- Coordinate and communicate with Pro Shop Supervisor to ensure successful operations;
- Ability to work well under pressure, work well with other staff and set a good example;
- Perform other duties as requested by the Clubhouse Manager.

Qualifications:

- High school diploma or equivalent.
- Food Safety and Pro Serve Certifications will be required to be obtained.
- 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.
- A Criminal Records Check may be requested.
- Reliable vehicle and valid Class 5 Alberta Driver Licence.
- A combination of education and experience will be considered.

Salary commensurate for the position.

A Job Description is available upon request.

Position will remain open until a suitable candidate is selected.

Please send cover letter and resume to the following:

Village of Mannville
Brooke Magosse, Chief Administrative Officer
Box 180
Mannville, Alberta T0B 2W0

Email: cao@mannville.com

Phone: (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.