



## JOB POSTING – THE ARBUTUS RIDGE GOLF CLUB

<b>Position Title:</b>	Event Server	<i>The Arbutus Ridge Golf Club is located in the seaside community of Cobble Hill, a 25 minute drive from the outskirts of Victoria, 45 minutes from Nanaimo and just 15 minutes from the cultural city of Duncan. The Bill Robinson design 18-hole golf course is complimented with the renowned, Satellite Bar &amp; Grille and Indoor Tennis Facility.</i> <a href="http://www.arbutusridge.com">www.arbutusridge.com</a> .
<b>Department:</b>	Food & Beverage	
<b>Reports to:</b>	Food & Beverage Manager	
<b>Job Type:</b>	Part-Time	
<b>Start Date:</b>	Flexible	

The Arbutus Ridge Golf Club is looking for the services of an Events Server.

### **POSITION OBJECTIVE**

1. Ensures quality service to all guests with emphasis on cleanliness, efficiency, accuracy, professionalism and courtesy at all times.
2. Assist in the day-to-day operation of the Food & Beverage department ensuring that all service requirements are exceeded.
3. Assist in attaining the company goals of exceeding our guests' expectations while maximizing revenue potential.
4. Focus on Team Member teamwork and reporting requirements.

### **DUTIES AND RESPONSIBILITIES**

#### **Expectations**

- Arrive to work at the scheduled time, dressed in your uniform and adhering to the dress code.
- Become knowledgeable and able to answer basic questions about the property, the restaurant, our services and the company.
- Serves food and beverages.
- Will be required to work on a shift basis, including weekends, evenings and holidays when necessary.

#### **Responsibilities**

- Capable of completing all opening and closing duties.
- Cashing in/out accurately and efficiently.
- Provide courteous and efficient service while maximizing sales by up selling and promoting features and specials.
- Adheres to the safety policies in place for team members, as well as Members and guest of the club.
- Implement and enforce comprehensive safety program for team members, members and guests on course in compliance with local, municipal and provincial laws.

- Serves food and beverages (alcoholic and non-alcoholic) with the strictest adherence to all BC LCLB rules, regulations and guidelines.

### **Guest Experience**

- Ensure each guest receives quality services and products consistently in the Satellite Bar & Grille, or Mount Baker Banquet Facility.
- Be organized and maintain a positive attitude.
- Ensure all food orders and beverages are presentable.
- Working effectively with other team members in all departments.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

#### **Knowledge**

- Must have Serving It Right Certificate.
- Possess a working knowledge of the POS System.
- Background experience in the golf industry is an asset but not necessary.

#### **Skills and Abilities**

- High level of organizational & communication skills.
- Quick evaluation and decision-making abilities.
- Strong comprehension of English Language (oral and written).
- Must be able to work in a fast-paced and unsupervised environment.
- Must be organized and maintain a positive attitude.

### **BENEFITS AND COMPENSATION**

- Complimentary Golf & Tennis on a stand-by basis.
- Option to purchase goods from the Golf Shop for cost + 10%.
- Discount on food in the Satellite Bar & Grille for you and up to three guests.

**Please send your resume and cover letter to:**

Attn: Nanci Barton, Food & Beverage Manager

[nbarton@arbutusridge.com](mailto:nbarton@arbutusridge.com)