



## JOB POSTING

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CLASSIFICATION / JOB TITLE / OFFICE LOCATION

**BANQUET SERVER (SEASONAL)**

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REPORTS TO (POSITION)

**FOOD AND BEVERAGE ASST. MANAGER**

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DEPARTMENT / DISCIPLINE

**FOOD AND BEVERAGE**

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SUBMIT RESUMES AND COVER LETTER TO

**careers@bayviewclub.com**

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EFFECTIVE DATE

**MARCH-2023**

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SALARY GRADE(S)

**LVL 1, IC1**

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SUBMIT RESUME BY (DATE)

**JANUARY-03-2023**

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INTERNAL AND EXTERNAL CANDIDATES

**JP 004**

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### SUMMARY:

#### The Company & Working Environment:

The Bayview Golf & Country Club is Centrally located in the GTA, Bayview has been a treasured part of the lives of our families for nearly 60 years. Bayview members enjoy a world-class golf course complemented by exceptional sports, recreation, dining and social experiences, all centered in a modern, full-service private club setting with diverse event facilities.

Bayview event hosting spaces include:

- A 300-person capacity banquet room
- Three executive meeting rooms

#### The position:

The **Banquet Server** is responsible for ensuring all Members and Guests enjoy superior dining service. This is achieved through efficient service of the tables. The ideal candidate will be responsible for ensuring Member and Guest expectations are exceeded within the Club standards. This position must demonstrate strong communication skills, providing exceptional customer service while maintaining a professional demeanor.

### DUTIES:

#### Supervision Received

- Reports to and receives functional direction from the Food and Beverages Manager/Supervisor

## **Contacts**

- Maintains internal/external contact with all Members, clients, vendors, Management and Staff

## **SKILLS / JOB KNOWLEDGE / EXPERIENCE:**

- Ensure cleanliness of china, cutlery and glassware
- Preparing tables, serving stations, or buffet tables for service
- Running food from the kitchen to the tables
- Serving food and beverage to guests at their tables or at serving stations
- Cleaning up after events and aiding in inventory
- Communicate with team members, including kitchen and bar staff, at all times with updates or any details for events
- Be aware of other events being run at the same time
- Maintain a clean and tidy work area at all times
- Ensure all leftover food/beverage is discarded or placed in designated areas
- Report to Food and Beverage Services Supervisor or Manager on duty upon taking breaks or ending of shift
- Perform other tasks as assigned by management
- Adhere to standards, policies and procedures set by the Club and Management (i.e. Uniforms, cell phones, dress code, etc.)
- Enforce the Club's Alcohol Policy (Zero Tolerance)

## **MINIMUM QUALIFICATIONS:**

- Excellent oral and written communication skills
- Must hold valid Smart Serve certification

## **REQUIREMENTS:**

### **HEALTH AND SAFETY:**

- Must work in compliance with the Occupational Health and Safety Act Regulation and follow in accordance to the Club's Health and Safety policies and procedures

### **HOURS OF WORK:**

- Seasonal position.
- Able to work shifts (day/ afternoons/evenings including weekends)

If you feel this position describes your skills and experience, please e-mail your resume and cover letter to [careers@bayviewclub.com](mailto:careers@bayviewclub.com). Please include the position title in the subject line of your email. We thank all applicants for their interest but only candidates selected for an interview will be contacted.