



## JOB POSTING – The Okanagan Golf Club

<b>Position Title:</b>	Server	<i>The Okanagan Golf Club in Kelowna, BC, featuring The Quail and The Bear courses is one of the premier locations to play golf in the Okanagan Valley. The Okanagan Golf Club is seeking the services of an Assistant Golf Professional for the 2010 season. The successful candidates will be in a leadership role within the Golf Shop and must be familiar with the levels of service expected at a premium golf club.</i>
<b>Department:</b>	Food & Beverage	
<b>Reports to:</b>	Restaurant Manager	
<b>Job Type:</b>	Part-time, Hourly	
<b>Application Deadline:</b>	Friday, April 12	

### POSITION OBJECTIVE

1. Sell and serves food & beverage to pass holders and guests in the Club's dining outlets
2. Ensure that all preparation and closing duties are performed according to standards and published checklists
3. Execute any other duties as requested by immediate supervisors

### STRUCTURE

Reports to: Food & Beverage Manager  
Works Closely With: Golf and Event Coordinators

### DUTIES AND RESPONSIBILITIES

#### Operations

- Ensure that POS system is operational and accurate at all times
- Assist with co-ordination and services for all clubhouse events
- Report on time and in proper uniform
- Clean service areas as required
- Work efficiently in a non-supervised position

#### Financial

- Assist with ensuring that department budget is strictly adhered to and that all costs are controlled
- Assist with collection of charges of fees for all food and beverage related activities
- Balance cash at day's end

#### Administrative

- Assist with maintaining an attractive and an orderly appearance in the Food & Beverage areas
- Ensure proper ordering, receiving, storage procedures are being followed

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

- Organization
- Communication
- Quick evaluation and decision making
- Telephone
- Strong comprehension of English language (oral & written)
- Understanding and knowledge of food & beverage industry
- POS knowledge

**WORK CHARACTERISTICS**

- Ensure each guest receives consistent services and products
- Ensures safety conditions are in place for employees and guests of the club
- Work within a restaurant, banquet environment
- Some outside work required
- Non-smoking environment inside the clubhouse.
- Will be required to work on a shift basis, including weekends, evenings and holidays – the ideal candidate would be available for breakfast and lunch shifts, Monday-Thursday ( possible Friday shifts available)
- Must be able to work in a fast-paced environment and be able to maintain organization and a positive attitude
- Background in food & beverage and tourism & hospitality industry
- Education related to the industry or of a business nature

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

Director of Food & Beverage: Sam Fisher  
sfisher@golfbc.com

**Posting closes: Friday, April 12, 2019**

**OUR CORE STANDARDS**

Live our core standards – F.I.R.S.T.!

- Friendly and Helpful
- Initiative and Action
- Respect and Dignity
- Sales and Service
- Team and Facility Appearance