

MEMBERTOU

TRADE & CONVENTION CENTRE

EMPLOYMENT OPPORTUNITY

Job Title: Catering Server
Position: Casual- On- Call
Department: Membertou Trade & Convention Centre (MTCC)
Reports to: Catering Manager/General Manager

Membertou is seeking individuals for on call employment as Catering Server for events at MTCC. The role is providing great customer service to events while following Membertou's guidelines and practises. The ideal candidates can work well with others and in a team environment while providing great customer service.

Duties and Responsibilities:

- Responsible for setting up and tear down of all catering buffet linen, china, cutlery and centerpieces.
- Responsible for setting up all side stations and dinner tables as required by the Catering Manager.
- Greeting guests and assisting them at tables, asking if any dietary restrictions and answering any inquiries.
- Must be courteous and professional to guests and co-workers.
- Must create a positive guest experience. Smile and be helpful and friendly
- Responsible for general maintenance, such as washing tables, chairs and support kitchen staff.
- Keep service areas clean and free of debris
- Ensures delivery and pick up of products to and from catering is on time.
- Required to be lifting light loads up to 25 Kg. You will be required to pick up a service tray with approximately 8 to 10 stacked dinner plates and enter a dining hall with guests.
- Perform all duties common to a catering server and related duties that may be assigned by your supervisor.

Other Duties & Responsibilities:

- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and and/or department.
- Other department related duties as required.

Skills & Qualifications:

- High School Diploma is required.
- Experience working in a fast-paced event setting which includes weddings, banquets are an asset
- Food handlers' certificate
- Licence to serve alcohol
- Providing great customer service
- Strong Communication skills
- Flexibility to work a variety of hours, based on business needs.
- Strong organizational, time management and multi-tasking skills.

Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

To Apply:

Submit your cover letter and résumé to:

Membertou Human Resources Department
Attention: Scott Thomas
47 Autwen Ma'sl Awti
Membertou, NS B1S-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, December 12th @ 4.30 P.M. AST

Thank you for applying, however, only those applicants selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.