



<b>Position:</b> Lounge/Events Manager Coordinator	<b>Remuneration:</b> \$22.00/hour + tips
<b>Term:</b> Full-time Seasonal on Shift Could lead to full-time position	<b>Benefits:</b> Shift Meal Discount, Merchandise at Cost & Share of Tips in Lounge & On Events

Managing the front of the house lounge, including being responsible for servers; organizing and assisting with tending bar, serving and cleaning up of tournament, league and event meals; assisting with outside catering when required; liquids ordering; serving of food and beverages; and general organization of all dining areas. To ensure our clients enjoy their experience with Greensmere in a courteous and friendly environment.

Reporting to the General Manager, CEO, and Chef.

Duties Include, but are not limited to:

- Training servers on daily and weekly duties required;
- Overseeing all servers to ensure standards are met and exceeded;
- Preparing all servers' shift schedules for Chef and CEO approval;
- Serving and selling of foodstuffs and beverages in clubhouse;
- Preparing and/or ensuring preparation of all dining areas for meal service;
- Ensuring that all dining areas are maintained in a clean, orderly manner;
- Assisting and/or ensuring setting up and tearing down of dining areas as required;
- Assisting and/or ensuring staffing for catering as required;
- Responsible for daily till reconciliations;
- Working cohesively with kitchen staff;
- Ordering, receiving and recording inventories of beer, alcohol, wine and all non-alcoholic beverages;
- Re-stocking and/or ensuring the re-stocking of the beer coolers, both in the kitchen and the walk-in;
- Re-stocking and/or ensuring the re-stocking of the soft drink machines on a timely basis;
- Ordering, receiving and recording inventory for all paper products;
- Washing dishes and cutlery as necessary;
- Keeping coffee counter replenished and clean;
- Keeping condiment counter area neat and clean;
- Ensuring the daily maintenance and cleaning of the lounge, tent and patio;
- Ensuring the washrooms are checked periodically and they are kept clean, tidy and re-stocked; and
- Other duties that arise or as may be assigned.

#### Catering

- Working with the Chef to ensure catering events are quoted, invoiced and paid;
- Working with the Chef to ensure all details of catering events are taken care of, including rentals and staffing; and
- Orders linens, glassware, Chef's equipment, and anything else necessary for the required catering events.

#### Events Coordinator

- Field all requests for, and telephone queries about the club's tournament, catering, and nine & dine meals;
- In conjunction with the CEO, General Manager, the Chef and/or the Men's and Ladies' league committees, plan, organize and coordinate club events and tournaments;
- Provide the Chef with details of the event, including the type of meal, number of players expected and the timing;
- Orders linens, glassware, Chef's equipment, and anything else necessary for the required tournaments;

- Is present the day of the event to coordinate any last-minute requests from the group's organizers;
- Prepares prizes and/or prize table set-up; and
- Assists the Chef in planning and preparing special events throughout the year.

Requirements:

- Be at least 18 years of age (in accordance with the AGCO);
- Supervisor experience and/or training is recommended;
- Valid Smart Serve Certificate;
- Lounge/Restaurant Management is an asset;
- Good communication and interpersonal skills;
- Good computer and
- Good organizational skills.