



Position – Events Coordinator & Assistant F&B Manager

Facility – Uplands Golf Club

Location – Victoria, BC

Applications – Accepted August 18 - September 1

Start date - Projected for mid September with flexibility on start date. This is a year-round full-time position.

Who should apply

If you are looking to develop and grow in your hospitality career and are searching for an opportunity to gain these skills - Uplands GC has an opportunity for an individual to learn both the events side and the management side of running a busy F&B operation. Offering competitive wages, benefits and a great culture.

More about Uplands

Uplands Golf Club is a private golf club located in the heart of Victoria, British Columbia. The Club was founded over 100 years ago is only a few blocks to the ocean, across the street from the University of Victoria and only a 10 minute drive to downtown.

Uplands Golf Club is much more than golf: it's about the people! Ask anyone who plays the course and they will tell you about the friendly, welcoming atmosphere, and great relationships they have made through their Uplands' membership. The diverse membership shares a strong foundation of social values and commitment to the local community. While they lend their hand to a large number of charities, their biggest fund raiser in the community is the Annual Heart Tournaments.

The Role

The Events Coordinator and Assistant F&B Manager report to the Food & Beverage Manager. The successful candidate will oversee the booking, preparation, communication and execution of all banquet operations at Uplands creating memorable banquet experiences for all members, guests and staff. Their dual role of Assistant F&B Manager will be to support the existing F&B Manager with team development, scheduling, bar management and other duties with the goal of Uplands GC preparing the individual to grow as a future F&B Manager.



Basic Responsibilities:

Events

- Present, organize and coordinate all member events and guest banquets by arranging meetings to assess event requests and confirm details
- Communicate details with the entire Uplands team
- Coordinate and effectively manage all banquet files and folders to create accurate and timely administration
- Work with staff to promote all upcoming events

Assistant F&B Manager

- Supervise and train all FOH staff
- This is an on floor working supervisory position and will require A La Carte service during peak hours
- Assist in pre-screening, interviewing, onboarding, training and orientations for all new staff
- Inventory beverage management
- Provide support for the on-course food service outlet

Skills & Abilities:

- Strong interpersonal and communication skills to discuss event details with clients and team members
- Proven ability to enhance performance through effective delegation, training, empowerment and recognition.
- Quick evaluation and decision-making abilities
- Financial intelligence in menu costing, staffing levels and preparation of banquets
- Understanding of human resource management

Qualifications:

- Additional education in Hospitality Management
- Minimum 2 – 4 years within the Food & Beverage industry
- Minimum 1 year of experience in Banquet services or a similar role
- Possess confidence to interact with members & staff on all levels in a professional, positive, and friendly manner



The ideal candidate will possess the following:

- Valid Serving it Right Certificate
- Strong knowledge in Food, Wine, Beer and Spirits
- Highly proficient in Point of Sale and Microsoft Applications

Working Conditions:

- Flexible schedule required: Days, Evenings, Weekends, and Holidays
- Lifting up to 20lbs regularly, lifting up to 50lbs occasionally
- Required to work outside when weather permits
- Moving up and down stairs is required

Compensation & Benefits:

- \$25-27/hour
- Service & Banquet gratuity
- Daily Staff Meals
- Golf Privileges
- Medical & Dental Benefits after 6 months of Employment
- Shared RRSP contribution opportunity
- Complimentary parking

Qualified applicants are invited to submit their resume to: Scott Kolb of Fresh Golf Recruitment Solutions scott@vbgolf.ca their dedicated webpage to this role is at

www.freshgolf.ca/uplands

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.