



Prince George Native Friendship Centre

Our people make a difference in the community!

Job Title:	Catering & Hospitality Worker (Casual 0-20 hours a week)
Department:	Smokehouse Restaurant & Catering
Reports To:	Executive Chef/Smokehouse Coordinator
Closing Date:	June 23, 2017 @4:00 pm

SCOPE OF POSITION

The Catering and Hospitality Worker, under the direction of the Executive Chef/Smokehouse Coordinator, will work closely with the Smokehouse Restaurant & Catering team and other relevant hospitality personnel. As part of this team, the Catering and Hospitality Worker will ensure that the hall rental and catering needs of the individuals and organizations utilizing our facilities are addressed in a respectful and timely manner. As well this position will be working in our restaurant as a server. A top priority of this position is customer relations and customer satisfaction.

QUALIFICATIONS

- Food Safe, Level 1
- Catering/Banquet Experience
- Interact with customers/vendors in a personable and respectful manner
- Develop and maintain respectful, positive, and supportive relationships with co-workers
- Excellent public relations, oral, written, interpersonal communication skills
- Promote and support PGNFC programming and special events
- Ability to work independently and within a multi-disciplinary team
- Knowledge and experience in working with Aboriginal groups/communities
- Possess a minimum of Class 5 Driver's License, Class 4 an asset
- Undergo a Criminal Record Check.

DUTIES

The range of duties is varied, but at a minimum will include:

Hospitality Duties:

- Assist with customer satisfaction issues and/or concerns
- Set up halls according to instructions outlined on Rental Contract forms
- Remove and replace linens and set up dishes for next event
- Clean, inventory and clear & store catering dishes in house and off site
- Prepare refreshment service for functions
- Organize media equipment as required
- Hook up and ensure they are running properly in advance of function
- Deliver and display catering for functions on site as well as off site, as required
- Take down and store tables, chairs and other relevant equipment at end of function; and
- Ensure cleanliness of halls in preparation for functions.

Restaurant Duties:

- Taking orders, waiting on tables, and bussing tables
- Exceptional customer service
- Stocking product; and
- And maintaining high level of cleanliness

Janitorial Duties (daily):

- Keep main foyer area clean and free from clutter
- Wipe down hall tables and chairs after each function
- Organize and tidy small kitchen, pop room and chair storage area; and
- Clean, store and lock up catering dishes after each function

To apply, send a cover letter, resume and three references to:

**Prince George Native Friendship Centre
1600 Third Avenue
Prince George, BC V2L 3G6
Fax#: 250- 563-0924
E-mail: employment@pgnfc.com**

Applications will be accepted until June 23 @ 4:00pm

No telephone inquiries please.

We thank all applicants; however only those selected for interviews will be contacted.