



CROWNE PLAZA®

**FREDERICTON
LORD BEAVERBROOK**

INTERNAL JOB POSTING

Banquet Supervisor

Department: Banquets	Reporting to: Banquet Manager
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The Crowne Plaza Fredericton presents an exciting opportunity for a highly motivated, enthusiastic candidate for the position of **Banquet Supervisor**. If you enjoy working with people and have the ability to provide excellent customer service, this position is for you!

BASIC RESPONSIBILITIES

- Ensure all meetings are set-up according to the contract specifications and detail sheet.
- Meet with each convener to ensure that the guest is satisfied and to attend to any last minute requests.
- Ensure the food and beverage set-up is complete and attractive with appropriate quantities for the specific group.
- Train and direct all banquet staff.
- Ensure all banquet staff is in proper uniform (clean and professional).
- Work directly with banquet kitchen to ensure all products are ready for service on a timely basis.
- Maintain daily contact with the Crowne Meetings Director regarding current and new contracts.
- Daily processing of all charges incurred by in-house groups.
- Personal attention to special in-room VIP functions.
- Verify beverage sales for both host and cash bars at the conclusion of functions.
- Perform other duties as assigned by Management

SKILLS, ABILITIES AND QUALIFICATIONS

- Must have minimum 3 years food and beverage experience, banquets preferred
- Relative education an asset
- Health and Safety conscious
- Excellent communication skills both written and verbal
- Fluent in both French and English considered an asset
- Ability to handle multiple tasks at one time
- Must have strong leadership and customer service skills

If you are interested in the above position, please submit your resume to:

659 Queen Street, Fredericton NB

Or fax to: 506 457 1516

Or: Leah Murchison at lmurchison@cpfedericton.com

Application Deadline: June 1st, 2010