



EMPLOYMENT OPPORTUNITY

POSITION: **Club House Manager Assistant (Training Position)**

REPORTS TO: **Clubhouse Manager**

SUMMARY: The Club House Manager Assistant is responsible for providing prompt and courteous food and beverage service to guests in the restaurant ensuring guest satisfaction. The Club House Manager Assistant will also be assisting the Club House Manager with any events in the winter months and administrative tasks.

DUTIES & RELATED TASKS:

- Serve food & beverages
- Ensure filing systems are maintained and up to date;
- Ensure department personnel files are up to date and secure at all times;
- Assist in the preparation of time sheets biweekly and submit to Finance Administration for payroll processing;
- Assist with bi-weekly department inventory in coordination with all other departments and the Clubhouse Manager;
- Assist with special events that happen at Silver Creek.
- Reply to general information requests with the accurate information
- Greet and assist visitors to the organization in a professional and friendly manner
- Answer phones

QUALIFICATIONS:


- Must have pleasant, courteous, and professional personality to deliver quality customer service
- Must have Smart Serve (legal age to mix & serve alcoholic beverages)
- Be friendly and have a positive attitude
- Knowledge of point of sale
- Previous food & beverage experience an asset
- Ability to handle cash accurately & thoroughly
- Excellent communication skills, positive attitude, and professional demeanor;
- Ability to work independently and as a part of a team;
- Must be willing to work flexible hours and/or shift work;
- Must be willing to provide a CPIC as condition of employment and be free of criminal record;
- Must be able to lift up to 50 lbs.
- Must be 15-30 years of age
- GRFN Band Member, ordinary resident on reserve, Unemployed or Underemployed and not currently in school

WAGE: **\$14.00 / hour**

Interested applicants can forward a resume and cover letter by **Wednesday Oct 31, 2018**. Copies of diplomas and certificates to accompany resume and enclosed in a sealed envelope marked **“Confidential”** and mailed to the attention of:

Leah Boissoneau, Club House Manager

Garden River Golf Resorts Silver Creek
20 Syrette Lake Road, Garden River, ON P6A 6Z3 (mail)
104 Belleau Lake Road, Garden River, ON P6A 6Z3 (in-person)
Phone (705) 942-2080 ext 205
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Leah Boissoneau
Club House Manager

Oct 17, 2018

Date