

# Banquet Partner

Brookstreet Hotel, - Ottawa



brookstreet  
HOTEL

Brookstreet Hotel, Ottawa's leading restaurant, spa, conference and wedding destination is seeking a talented, dynamic Banquet Partners. Working at Brookstreet means redefining the hospitality experience in Ottawa where we deliver sensational service, beyond the bounds of a typical hotel chain.

## Requirements

- Excellent communication skills
- Ability to perform job functions with minimal supervision
- Ability to work cohesively in a team setting or on an individual basis
- Ability to focus attention on details and multi task
- Previous experience in food and beverage, especially in bartending is an asset
- Must have strong organizational skills and be able to prioritize job duties
- Must be available for all shifts including, evenings, weekends & holidays based on business volume
- Enthusiastic, energetic, passionate, resourceful & creative
- Bartending experience an asset
- Must be physically able to lift/push/pull heavy items minimum 50 pounds weight
- Must be Smart Serve Certified

## Job Profile

- Executing events and meal functions ensuring exceptional service following the requests per the (SEO) Special Event Order
- Liaison with the Culinary team ensuring a smooth and efficient process for food pick up and service
- Ensure that work is conducted according to the Banquet SOP (Standard Operating Procedure)
- Completing physical room set ups and food & beverage set ups per the SEO & SOP
- Communicating shift pass off from day to night to ensure smooth transition for next partner shift. Indicating proper out inventory for breaks and consumptions are written for billing
- Communicate information given from the on-site contact to the floor lead for follow up
- Ensure that work is conducted keeping Health & Safety of oneself, colleagues & guests top priority.
- Report any broken banquet equipment to be repaired & remove from service bringing to the proper location for repair.
- Regularly maintain the Starbucks equipment including the cleaning and proper handling
- Completing opening and closing duties on every shift
- Working hands-on in all aspects of the banquet department, including potential of bartending and coat check shifts.
- Maintaining the cleanliness of the banquet rooms, deep cleaning per schedule (shutter vacuuming, hi & low dusting etc.)

Email your resume to [resume@brookstreet.com](mailto:resume@brookstreet.com) or visit us at our Open Casting Call every Friday between 1:00 - 4:00p.m. at Brookstreet Hotel, 525 Legget Drive, Ottawa K2K 2W2.

