

Banquet Stager

Brookstreet Hotel, - Ottawa



brookstreet
HOTEL

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

Reports To: Banquet Manager

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 like position an asset
- Must have strong organizational skills and be able to prioritize job duties
- Must be available for all shifts including weekends & holidays based on business volumes
- Enthusiastic and energetic
- Resourceful & creative
- Must be physically able to lift/push/ pull heavy items minimum 50 pounds weight
- Must be smart serve certified

Job Functions:

- Ensure that work is conducted according to the Banquet SOP's (Standard Operating Procedures)
- Completing physical room set ups & tear downs per the SEO & SOP
- 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 a top priority. Completion of Form 6 & 7 following any injury with proper medical attention.
- Report any broken banquet equipment to be repaired. Then remove from service and bring item to the proper repair location.
- Complete opening and closing duties on every shift
- Work in the coat check during winter/Christmas season
- Maintain the cleanliness of the banquet rooms, and deep cleaning per schedule (shutter vacuuming, hi & low dusting etc.)

Email your resume to 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.