



**Morgan Creek** is a spectacular South Surrey public golf course that offers a private golf club experience to our guests. We are currently looking for a Front of House BANQUET SUPERVISOR to join our growing team.

We provide an exciting and challenging work environment where continuous improvement, respect, teamwork, transparency, and commitment are everyday values.

If you're looking to work for a dynamic, fast-paced, progressive organization then **apply Today!**

**Responsibilities:**

- Promotes teamwork amongst the servers & bartenders and leads the team on the banquet floor.
- Ensures all staff arrive on time, in uniform with name tags and a smile on, ensuring breaks when required.
- Incorporates safe work practices.
- Setup and ensure the function room as per the hosts' specifications, following the floor plan and Banquet Event Order (BEO), setting stations as required, signage in place.
- Conduct pre-event meetings with clients, assigning tasks to the team.
- Ensures guests are attended to in a prompt, efficient, and personalized manner.
- Ring in the events to the correct account, ensuring host and cash bar sales entered.
- Ensure the banquet room is left tidy and "site ready" or that the room is re-set for the next function.
- Anticipates equipment and items will be required for re-set and ensures items are prepared.
- Ensures the building is secure and locked at the end of the night.
- Acts as Wedding Liaison to couples and their families on wedding days, overseeing wedding rehearsal.
- Looks for ideas and suggestions to improve the operation and make the team more efficient.
- Participate in training new staff.

**Skills / Requirements:**

- Serving it Right Certification required.
- Previous banquet experience required.
- Fluent in both verbal and written English.
- Time management skills.
- Multitasker / team player.
- Availability is consistent with peak and non-peak times.

**Why work for us:**

- Competitive wages
- Great Culture
- Discounts on Food and Beverage
- Discounts on Retail and Facility usage

The position is permanent. Based on event bookings a flexible schedule is required, part-time to full-time hours are needed.

If you are interested in this opportunity and meet the qualifications, please email your resume to both:

**Banquet Manager – Nicole Stevens e-mail - [nstevens@morgancreekgolf.com](mailto:nstevens@morgancreekgolf.com)**

**Catering Manager – Kylie Nunn e-mail - [knunn@morgancreekgolf.com](mailto:knunn@morgancreekgolf.com)**