

INTERNAL EMPLOYMENT POSTING

BAR COORDINATOR

The Halifax Convention Centre, managed by Events East Group, is now inviting internal applicants to be considered for a full time Bar Coordinator position within our Food & Beverage team.

The Bar Coordinator is responsible to oversee all aspects of our event beverage operations including set-ups, tear-downs, clean-up, maintenance of bar equipment, proper storage and assist in ordering liquor. This role also assists in assigning tasks related to bar service and coordinates activities of bartenders and cocktailers, ensuring all beverage service operations are in accordance with the Nova Scotia laws and regulations, as well as following the policies and procedures of Halifax Convention Centre and Events East. Additionally, the Bar Coordinator is accountable to communicate with the responsible Catering Captain throughout the entire event to ensure the highest level of guest satisfaction while maintaining a safe and secure service environment. Applying technical knowledge and skills, the Bar Coordinator will ensure the POS and event management systems are updated and records maintained in a timely, accurate manner under the direction of management. The Bar Coordinator will assist in the training of staff for bar operations to ensure Events East continues to set the standard of service.

REQUIREMENTS:

- Demonstrated team leadership skills/experience with ability to make quick, accurate decisions and get results.
- High standard of customer service excellence with knowledge of food & beverage preparation, service standards, guest relations and etiquette.
- At least 3 years' experience as a server/leader in a high-volume restaurant or banquet facility with some bar background and knowledge.
- Must have comfortable, working knowledge of Microsoft Office and POS systems.
- Ability to work well around a large number of people, functioning in a high paced environment, with significant time constraints to meet established timelines.
- Able to safely lift/push/pull heavy objects and equipment (up to 50 lbs.) and manage a variety of motions including prolonged standing, walking, frequent bending, reaching, kneeling and squatting.
- Must be able to work flexible scheduled hours, including days, nights, weekends and holidays.

This is a bargaining unit position initially restricted to current culinary employees represented by Unifor Local 4005. External applicants and current casual employees will only be considered if there are no qualified culinary bargaining unit candidates.

Events East is committed to a workforce that is free of discrimination, values diversity and is representative, at all job levels, of the people we serve. We encourage applications from qualified African Nova Scotians, racially visible persons, women in non-traditional positions, persons with disabilities, Aboriginal persons and persons from the LGBTQ+ community. We encourage applicants to self-identify.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an interview and who require accommodation should discuss their needs with the Recruiter when invited to the interview.

TO APPLY:

Please send your résumé and a cover letter, directed to jobs@eventseast.com in confidence.

APPLICATION DEADLINE: Friday, 21 February 2020 @ 5:00pm

