

Job Description: HOSPITALITY MANAGER

JOB ID: ST456MD (AD)
Job Posted: February 26, 2020
Job Closes: April 10, 2020

Responsible to: Executive Director

Objective: Manage all activities associated with the rental booking of space for Private Function Events (Weddings/Banquets/Workshops/Event Rentals, etc.) at the CASO Station and Elgin County Railway Museum.

Primary Responsibilities:**Administrative:**

- Books all corporate, social, and wedding business and does so with precise attention to detail.
- Meet and follow-up with prospective clients with their rental space and bar requirements for their event.
- Prepare the scheduling info, floor plan of their set-up, and info about caterers, decorators, DJ, and event suppliers for our Hospitality Staff.
- Oversee a customer service oriented hospitality team. Hiring, training and scheduling of Hospitality Staff, including approval of time sheets.
- Maintain an accurate record of event files and invoicing.
- Manage the Bar operations and maintain an accurate and stocked inventory of supplies.
- Schedule maintenance of bar equipment and cleanliness.
- Ensure the organization is in compliance with all Liquor Licence regulations.
- To be the first resource for Hospitality Staff with questions or concerns.
- Develop strategies for the marketing of the event space for weddings, banquets, workshops and events.
- Work cooperatively with all other team members to help achieve goals.
- May have to work some weekends.

Financial:

- Manage all billing, receivables, reconciling of bar receipts and deposit information to the Bookkeeper.
- Prepare and submit payroll timesheets.
- Prepare and manage hospitality budget with revenue and expense goals.
- Deposit Transactions to the Financial Institution.
- Balance Petty Cash.

Qualifications:

- Strong interpersonal skills, including oral and written communication skills and good customer service.
- Smart Serve
- Full time position 40-44 hours per week, must be flexible to work some weekends and holidays as required. Ability to work with minimal supervision.
- Comply and support all policies and procedures of the CASO Station and be proactive with Health and Safety Standards with all staff.
- Good computer skills including experience with Windows and Microsoft Office, QuickBooks Online, basic database understanding, previous accounting experience with accounts posting/petty cash and account reconciliation.
- Previous experience in the hospitality field would be an asset.
- Driver's License and access to a vehicle is an asset.

Please email resume and include salary expectations to:

DEADLINE for Applications March 8, 2020

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