

# NOW HIRING

## CATERING COORDINATOR



### IDEAL CANDIDATE

You enjoy putting an event together? You love the excitement of working with clients to create their special event? Then this is the perfect job for you! Hosting wedding receptions and services (up to 275), business meetings and special events is our main business April to October. Reporting to the Manager, Food Services and with the support of an experienced food services team, your role will be planning, organizing, directing, preparation and management of these catered events.

- You will be familiar with all aspects of catering services, including menu planning and costing, bar, facility and support services with effective business practices.
- You have an outgoing, friendly personality and show a commitment to exceeding guest expectations at all times.
- You have the stamina, flexibility and self-discipline to work long hours as required.
- Your interpersonal skills are well developed in order to deal effectively with unexpected problems and stressful situations.
- You have the ability to work in a fast paced consumer driven environment and can make responsible decisions quickly.
- You have the ability to organize goals and define projects through problem solving and decision making skills. You will require negotiation skills to communicate persuasively, both verbally and in writing along with organizational skills to handle the administration functions.
- You will also assist with the marketing and promotion of The Lodge at Snow Valley. This will include developing partnerships with service providers.

This is a ***seasonal full time position with flexible hours April to October but ready to start immediately on a part time basis.*** Other than meeting clients, tours and preparation in conjunction with the event onsite; administrative responsibilities may be conducted from a home office. There is an opportunity for this position to be ***year round permanent. Excellent compensation with benefit plan is offered.***

A combination of experience and education in the field, such as a completed post secondary education in Food Service Administration or Hotel Restaurant Management would be an asset. You possess minimum of two years experience in hospitality, event planning and banquet service.

### HOW TO APPLY

If this position appeals to you, please submit your resume by Feb 1 to [danny@snowvalley.ca](mailto:danny@snowvalley.ca) or contact him at 780-809-2374. This position will remain open until suitable candidate is found. We thank all applicants for their interest; however only individuals selected for an interview will be contacted. [Snow Valley and Rainbow Valley Campground, Edmonton, AB](http://www.snowvalley.ca)  
Check us out [www.snowvalley.ca](http://www.snowvalley.ca) and [www.rainbow-valley.com](http://www.rainbow-valley.com)

