

## Catering Manager

Looking to work locally in Squamish? Join the Sunwolf Team! Located on the Cheakamus river in the most beautiful pocket of BC, Sunwolf Resort in Brackendale, BC offers riverside cabin accommodation year-round. We are located on Squamish Valley Road (less than five minutes from Hwy 99).

### What we offer:

- Competitive pay
- On-site accommodation included
- Eligibility for extended health benefits
- A fantastic workplace environment and culture
- Gorgeous riverside location
- Opportunities for continued growth
- Discounted stay in cabins for friends and family

Working closely with the Events Management Team, the Catering Manager will oversee all facets of catering for Sunwolf weddings, corporate events and private functions. The Catering Manager will provide continuity from start to finish of each catered event, seamlessly planning and executing all Fergie's catering operations. This position is key to enhancing the client experience while maintaining excellent service standards.

### Duties include, but are not limited to:

- Providing input, insight, and feedback on the details of hosting catered events on our property
- Establishing and maintaining a professional and positive working relationship with clients
- Utilizing our in-house software system, provide proposals and quotations with detailed information, customizing each event to clients' needs
- Managing the day of the event, the pre-event planning/preparation as well as post-event billing and guest feedback
- Provide hands-on leadership and coaching that fosters an environment of outstanding service, teamwork, problem solving, accuracy and speed
- Overseeing communication between kitchen and event team to ensure the food service from start to finish is executed smoothly
- Researching best products, equipment, supplies to make operations run more smoothly
- Cleaning and organizing of catering equipment and supplies
- Maintaining a scheduled system of inventory of equipment and supplies
- Creating and maintaining a detailed and organized system of inventory of all beverages, including alcohol inventory management and ordering
- Managing a POS system for our Full Bar service
- Researching beverages and nurturing professional relationships with beverage suppliers/merchants in order to maintain a current bar menu for catering
- Hiring, training, and scheduling catering service staff

We thank all applicants for their interest in career opportunities with Sunwolf and Fergie's; however, only those applicants we wish to interview will receive a reply to their application.

**The Catering Manager must:**

- Have 2 years of experience working in the food and beverage industry
- Have a high standard of customer service, with contemporary perspective of food and beverage culture pricing and trends
- Take a leading role in event management
- Have proven supervisory or management experience
- Comprehensive knowledge of food service and cooking methods, cocktails, beers and wine
- Have a 'can-do' attitude with a positive approach
- Be excellent at communicating with clients, coworkers, and industry community
- Be able to work outside in all weather, lift at least 50lbs, walk uneven grounds
- Be able to work seamlessly with and between MS Office applications, PC and Apple interfaces

**TO APPLY:** Please send cover letter and resume to [jobs@sunwolf.net](mailto:jobs@sunwolf.net)

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