

Donalda Club



CAREER OPPORTUNITY

CATERING ASSISTANT-PERMANENT FULL TIME

Donalda Golf & Country Club, founded in 1960, is a prestigious year-round private club that offers a high standard of social, athletic and dining facilities to our members and their families. We are located in central Toronto and accessible by TTC.

Our caring and attentive staff members are focused on providing authentic hospitality and meaningful experiences to each and every member and guest. Our Club is a place where high expectations aren't just met they are exceeded by making our members and guests feel special.

We are seeking a dedicated, member service oriented professional to join our **Food and Beverage team as a Catering Assistant**. This is a permanent **full time hourly position with benefits** which includes evenings and weekends and holidays as required.

If you are passionate about hospitality and take pride in offering exceptional service, we would love to have you be a part of the Donalda team! Our staff members continue to aim higher and show they care about our members, guests and each other to ensure we achieve our goal of creating unforgettable service experiences.

Whether you are looking for career opportunities, job enrichment or a supportive work environment; and if you are ready for this challenge, then we are ready for you.

Please "Apply Online" and tell us how you can contribute to our team's success.

POSITION SUMMARY:

Reporting to the Events Manager, the Catering Assistant will perform his/her duties which include booking and organizing banquet functions at Donalda Club and to promote the club's dining facilities for private banquets, business and social meetings, and other member related activities. This includes assisting with reception when required including taking reservations, greeting members, guests and answering the phones. The Catering Assistant will be working with Food & Beverage and other departments to ensure that the guest's expectations are exceeded. The incumbent is expected to have strong organizational skills, attention to detail and be able to meet deadlines on a continuing basis.

JOB SPECIFICATIONS/ QUALIFICATION REQUIRED:

- Completion of High School Education (Grade 12) is required

- Degree or Certificate at a Post Secondary institution in F&B Management is an asset and preferred
- Minimum 5 years of experience in the Catering/Food and Beverage industry is required
- Computer skills: Highly proficient in Microsoft Office (Word, Excel and Outlook) and the use of the internet
- Minimum typing speed: 45 WPM
- Proficiency in JONAS program banquet module is considered an asset
- Ability to comprehend departmental accounting and budgetary processes, prepare, analyze and summarize event orders
- Must be able to work under pressure and under strict time constraints
- Well groomed; team oriented and professional at all times; must follow the Professional Grooming policy in all respects as this is a high-profile position dealing with members/guests.
- Ability to be able to work a variety of shifts including days, evenings and weekends when necessary
- Education in office administration is recommended
- Fluent in English

CONTRACT TERMS

- Benefits: Medical and Pension
- Hourly full time
- Complimentary duty meals
- Complimentary parking

Those individuals, who are interested in applying, please complete the Online Application form on our website at www.donaldclub.ca. Please do not send resumes without applying on our website.

No telephone calls please.

We thank all applicants for their interest and will only contact those selected for an interview.

Applicants who do not already have legal permission to work in Canada will not be considered.

Donalda Club is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process