



<b>POSITION TITLE:</b>	<b>Server/Beverage Cart Attendant</b>
<b>DEPARTMENT:</b>	<b>Food and Beverage</b>
<b>COURSE:</b>	<b>The Links at Brunello</b>
<b>JOB TYPE:</b>	<b>Full-time Seasonal</b>
<b>START DATE:</b>	<b>TBD – Course Opening April/May 2017</b>
<b>END DATE:</b>	<b>TBD – Subject to Weather</b>
<b>ORIENTATION:</b>	<b>Planned for April 22-23</b>

## **COURSE PROFILE**

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Designed by Thomas McBroom, The Links at Brunello course is a design that is beautiful, fun to play and uniquely its own. As the first new golf facility in the Halifax area in over 15 years, providing state-of-the-art, fresh and innovative options for today's golfer, The Links at Brunello is most certainly Nova Scotia's latest must play experience. Conveniently located 15 minutes from downtown and 30 minutes from Halifax Stanfield International Airport. The championship course was recently ranked #3 New Golf Course in North America by Golf Digest and boasts bent grass tees, greens and fairways, GPS to the flag measurement, numerous white-sand bunkers, multiple teeing areas, and continuous paved cart paths.

## **OUR VISION**

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The Links at Brunello will be a recognized leader in the golf industry, providing a high-quality experience by ensuring that our facilities and service exceed the expectations of our members, our customers and our employees.

## **POSITION SUMMARY**

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- Greets and serves food and/or beverages to patrons
- Provide on-course, patio and lounge food and beverage service to golfers in accordance with customer service standards
- Maintain cleanliness and sanitation in accordance with company standards

## **DUTIES AND RESPONSIBILITIES**

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### **1. Food and Beverage Services**

- Ensuring that first personal contact with guests is smooth and inviting
- Ensure the policies of the facility are executed daily
- Provide immediate attention to all members/guests upon seating, greet warmly, distribute menus and take food and beverage orders
- Turn orders into kitchen; inform cooks about any special cooking instructions.
- Serve meal; place dishes by courses in front of each person; serve from left of the person
- Check back to ensure member/guest satisfaction; replenish beverages as necessary.
- Remove dirty dishes as guests finish
- Suggest and serve dessert, coffee, and after meal drinks
- Verify accuracy of prices, taxes, tips and other charges on all checks and present bill to guests
- Handle all cash, credit and debit charges as prescribed by standard operating procedures
- Keep tables, bar, dining rooms and work stations clean and tidy
- Advise supervisor of any complaints as soon as they occur
- Perform side work, clean-up and closing duties as assigned
- Ensure that required income, cost control and inventory procedures are consistently used
- Comply with applicable health, alcoholic beverage and other laws/requirements.
- Requisition beverage cart supplies from storerooms, and ensure proper transfer and storage
- Check fuel and oil levels in beverage cart prior to use to ensure that beverage cart is operating properly. Report malfunctions to supervisor as appropriate
- Wash beverage cart daily to ensure beverage cart maintains a clean, presentable appearance for our members/guests
- Assure the efficient and timely submission of all required reports
- Assist in the set-up and break down of special functions and catered events
- Directing guests on golf course features and other pertinent information
- Preparing for tournament groups in a timely and efficient manner
- Communicating with outside services to ensure guest satisfaction and efficient timing
- Working effectively with other team members in all departments
- Perform other duties as assigned

## 2. Health and Safety

- Every individual in our workplace has the responsibility to participate in identifying OHS problems, seek solutions and follow established policy and procedures
- Take every reasonable precaution in the circumstances to protect the employee's own health and safety and that of other persons at or near the workplace
- Take every reasonable precaution in the circumstances to ensure that protective devices, equipment or clothing required by the employer, the Act or the regulations are used or worn
- Consult and co-operate with the joint occupational health and safety committee

## 3. Guest Experience

- Exceed the expectations of guests by serving, anticipating and catering to their needs

## REQUIRED SKILLS, KNOWLEDGE AND ABILITIES

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- Quality written, verbal, and interpersonal communication skills
- Ability to analyze and solve problems
- Efficiently handle multiple duties under pressure with minimal supervision
- Work flexible hours as required including nights, weekends and holidays
- Positive attitude, professional manner and appearance in all situations
- Valid driver's license and a driving record that meets company safety policies and guidelines
- Valid Smart Serve Certification, or equivalent
- Valid Safe Food Handler certification
- Perform mathematical calculations involving fractions, decimals and percentages
- High school preferred
- Background in golf is a preference but not required as the right personality is important
- 1-year server experience preferred.

## WORK CHARACTERISTICS

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- Work hours may include days and evenings on weekdays, weekends and holidays.
- Work may be primarily indoors or outdoors providing on-course service, in a marquee environment, in the lounge, kitchen or patio.
- May be exposed from time to time to inclement weather, equipment movement hazards and misdirected golf balls

**Please send your completed application form, resume and cover letter, indicating your desired position in the subject line to:**

Christine Hermiston

The Links at Brunello

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