

TERMINAL CITY CLUB

JOB DESCRIPTION

CHIEF STEWARD

ABOUT THE POSITION

Terminal City Club is looking for a motivated and energetic leader with a high concern for quality and a keen eye for detail to join our team as Chief Steward. Reporting to the Executive Chef, the Chief Steward will drive the Stewarding department's key day-to-day operations and liaise effectively with Food & Beverage departments to ensure an efficient and seamless service.

Terminal City Club has 11 meeting spaces, 2 ballrooms, 2 restaurants, 1 pub, 1 wine lounge, 6 billiards tables, 3 squash courts, a four lane-25 meter swimming pool, a state-of-the-art fitness centre and licensed patios on 4 levels of the club with sweeping views of the North Shore mountains. We work with members and non-members to provide a tradition of service on which the Club was founded.

JOB RESPONSIBILITIES

The Chief Steward is responsible for managing the Stewarding team to ensure a well-run Food & Beverage back-of-house operation, as well as coordinating with other Food & Beverage departments. Specifically, the Chief Steward will perform the following tasks to the highest standards:

- Lead and manage the Stewarding team in all aspects of the department operations, including organization, training, coaching, and mentoring
- Supervise and maintain the overall cleanliness, sanitation, and hygiene of all back-of-house areas
- Attend weekly operations meetings, as required
- Monitor and control the quality and inventories of china, glassware, cutlery, service equipment and chemicals/cleaning supplies within budgeted guidelines
- Ensure all stewarding equipment is maintained and in good working order and report repairs accordingly
- Assist various departments to receive deliveries and communicate invoice inaccuracies to Department Heads
- Maintain a clean, organized and secure receiving dock; ensure recycling is being handled effectively
- Maintain and set back of the house Health and Safety requirements; including, but not limited to: MSDS sheets, HACCP standards, and deep cleaning and preventative maintenance programs
- Ensure department policies, procedures, service standards, Health and Safety standards and environmentally friendly initiatives are being followed at all times; act as an employer representative on the Health and Safety Committee

REQUIRED SKILLS AND EXPERIENCE

- Strong interpersonal and communication skills (verbal and written)
- Problem-solving abilities and attention to detail
- Ability to use Microsoft Office applications
- Highly responsible, reliable, self-directed and able to work independently
- Ability to work well under pressure in a fast paced team environment, remaining calm and courteous at all times
- Able to lift up to 50 pounds

HOW TO APPLY

Please submit your cover letter and resume to: Dan Creyke, Executive Chef: dcreyke@tcclub.com.

We thank all applicants for their interest; those being considered will be contacted.