

# TERMINAL CITY CLUB

## Position Posting

### HOUSEPERSON (BANQUETS)

#### ABOUT THE POSITION

The Terminal City Club, Vancouver's Premier Private Members Club is seeking a Houseman to join our Banquets team! The successful candidate will have a polished and professional style while delivering uncompromised service to the Club's members and guests in this part time role.

Terminal City Club has 11 meeting spaces, 2 ballrooms, 2 restaurants, 1 pub, 1 wine & cocktail 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 four levels of The Club with sweeping views of the North Shore mountains. Our Members and Guests are the backbone of our organization, and we strive to uphold and enhance the tradition of service on which the Club was founded in 1892.

#### JOB RESPONSIBILITIES

- Actively recognize and greet Guests & Members by name
- Complete all meeting and function set ups in accordance with BEO, Catering Office and or Supervisor direction
- Ensure standards for cleanliness, and presentation are met for all set ups.
- Carry houseman phone and respond to all guest and member requests with sense of urgency
- Competent and knowledgeable with Audio Visual requirements
- Ensure cleanliness and organization in the pantries, storage and service areas;
- Properly maintain and store F&B equipment, china, cutlery and glassware;
- Assist with general service and preparation in the Club as directed.

#### REQUIREMENTS

- Previous food and beverage experience in a similar property.
- Proven ability to provide consistent and detailed guest service and anticipate their needs
- Positive attitude and courteous disposition, familiar to Guest Service in a fast paced environment
- Impeccable telephone manners
- Excellent communication skills
- Knowledge of the buildings Safety Procedures

#### HOW TO APPLY

If this sounds like you, please submit your cover letter and resume to the Banquets Manager, Robert Pankhurst: [hr@tcclub.com](mailto:hr@tcclub.com)

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