



Prince George Native Friendship Centre

Our people make a difference in the community!

JOB DESCRIPTION

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| Job Title: | Hospitality/Catering Worker (Casual-Flexible Hours) |
| Program: | Smokehouse Kitchen & Hospitality |
| Department: | Hospitality Services |
| Reporting to: | Hospitality & Catering Lead |

Scope of Position:

The PG Native Friendship Centre requires experienced hospitality staff to work closely with the Smokehouse Restaurant & Catering team and other relevant hospitality personnel in providing excellent service to our customers and clients. As part of this team, and under the direction of the Hospitality & Catering Lead, you will ensure that the hall rental and catering needs of the individuals and organizations utilizing our facilities are addressed in a respectful and timely manner. A top priority of this position is customer relations and customer satisfaction. Please understand that this position is a casual position to which you will be working from 0 to 48 hours per week and it may lead to a permanent position within our team.

Specific Duties (include the following, however, other duties may be assigned as required)

Hospitality Duties:

- Assist with customer satisfaction issues and/or concerns;
- Set-up halls according to instructions outlined on Rental/Catering Task Forms assigned;
 - Remove and replace linens
 - Set-up dishes, cutlery, etc. for next event assigned
 - Clean, inventory & clear & store catering dishes in house and off-site assigned
- Prepare refreshment service for functions;
- Organize media equipment as required;
 - Hook up and ensure they are running properly in advance of function
- Assist with Smokehouse food truck;
- Delivery and display catering for functions on-site as well as off-site, as required;
- Take down and store tables, chairs and other relevant equipment as end of function; and
- Ensure cleanliness of halls in preparation for functions.

Janitorial Duties (Daily):

- Keep main foyer area clean and free from clutter;
- Wipe down hall tables and chairs after each function;
- Organize and tidy small kitchen, pop room and chair storage area;
- Clean, store and lock up front display cooler and kitchen cooler after day is finished;
- A Dogwood certification or equivalent;
- Food Safe, Level 1;
- Extensive knowledge & experience of a POS system;
- Catering/Banquet Experience;
- Possess a minimum of **Class 5 Driver's License, Class 4** an asset; and a driver's abstract must be submitted with resume;

"Power of Friendship"

- Interact with customers/vendors in a personable and respectful manner;
- Develop and maintain respectful, positive, and supportive relationships with co-workers;
- Excellent public relations, oral, written, interpersonal and communication skills;
- Promote and support PGNFC programming and special events;
- Ability to work independently and within a multi-disciplinary team;
- Knowledge and experience in working with Aboriginal groups/communities; and
- Undergo a Criminal Record Check.

Revised January 14, 2020 by MD.