



**Position Title:** Banquet Porter  
**Position Reports to:** Food & Beverage Director, Food & Beverage Manager  
**Salary:** \$13.50/hourly, gratuity  
**Employment:** Seasonal, Full-time

Fox Harb'r Resort is a 5 Star, 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

**General Description:** Consistently provide outstanding banquet experience, while setting up and breaking down banquet rooms for different functions, which is achieved by adhering to our standards of quality and service.

#### **Qualifications**

1. Experience in luxury hotel an asset
2. Strong interpersonal and communication skills
3. Ability to work well under pressure in a fast-paced environment
4. Ability to work independently and as part of a team effectively
5. Ability to focus attention on guest needs, remaining calm and courteous at all times
6. Ability to lift over 25 lbs on a consistent base
7. Ability to read and understand Banquet Event Orders

#### **Responsibilities**

1. To handle guest concerns, compliments and suggestions in a professional informed manner
2. To set up, maintain and tear down all meeting rooms
3. To maintain and keep all Banquet equipment in good working condition and report any deficiencies
4. To conduct monthly inventory of all Banquet equipment
5. To communicate all additional convener requests to the Banquet Manager and/or Supervisor
6. To keep all work areas and Banquet storage rooms in a neat and orderly fashion
7. To complete other duties as assigned by management
8. Assists other Team members as needed or when business needs dictate
9. Must demonstrate ability to clearly communicate with Guests and other Team members

**At Fox Harb'r Resort, we know every employee is a valued part of the team.**

#### **Our benefits include:**

- Competitive wages, Gratuities
- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member rates for Golf, Sport Shooting, Kayaking, Trail Rides etc.
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

Human Resources Department, Ann Jeffreys

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While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.