



Position Title: Food & Beverage Coordinator
Position reports to: Director of Food & Beverage
Salary: 20.00/hr
Employment: Full-time, seasonal

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: The Food & Beverage Coordinator will serve as a key member of the Fox Harb'r Resort Food & Beverage (F&B) team assuming key tasks for communication, community, and financial development.

Qualifications & Requirements:

- Food and Beverage experience, or working in event management is an asset
- Extensive computer knowledge
- Understanding of inventory procedures and systems
- Optimum Control experience for programming and report generation
- Food and Beverage payroll management
- Proven ability to handle training

Responsibilities:

- Assist managers with uniform distribution, onboarding & arrival experience for new team members
- Approval of Back of House (BOH) & Front of House (FOH) payroll in absence of other F&B manager and Chef
- Bi-weekly generation of service charge and TIP reports for submission to Payroll
- Inventory, maintain and place all necessary stationary orders
- To be fully trained in InfoGenesis POS, and generating daily, weekly and monthly reports
- Compile, track and distribute gratuities for FOH & BOH
- Assist in creating training manuals for F&B Standard Operating Procedures (SOPs)
- Ensure smooth flow and accuracy in all monthly inventory procedures and controls, by updating and checking storage units, Accounts Payable (AP) and prices
- Assist in the inputting of beverage recipe's for F&B outlets
- Regular, structured verbal and written communications summarized and distributed for the Food & Beverage leadership
- And all other duties assigned by management

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

Our benefits include:

- Competitive wages
- 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

Human Resources Department, Ann Jeffreys

Email: hr@foxharbr.com Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

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



- 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

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