



**Position Title:** Assistant Director of Food & Beverage  
**Position Reports to:** Director of Food & Beverage  
**Salary:** \$80,000 annually, Benefits, Incentive  
**Employment:** Year-round, 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:** The Assistant Director of Food & Beverage supports the strategic and day-to-day leadership of all dining operations at Fox Harb'r Resort, including Cape Cliff, Willard Pub, In-Room Dining, Banquets, Special Events, and Seasonal Outlets. This role acts as a key liaison between service teams, culinary leadership, and the Director of Food & Beverage to ensure consistent delivery of world-class guest experiences that align with the resort's Forbes-level standards and brand identity.

**Qualifications & Requirements:**

- Minimum 5 years of progressive leadership experience in luxury hospitality, fine dining, or resort operations.
- Proven ability to lead multi-outlet operations and large, diverse teams.
- Strong financial acumen and familiarity with POS, inventory, and scheduling systems (e.g., Agilysys, Eatec, 7Shifts).
- Excellent communication, interpersonal, and conflict-resolution skills.
- WSET or comparable wine/spirits certification considered an asset.
- Must be detail-oriented, guest-focused, and able to work flexible hours including evenings, weekends, and holidays.

**Responsibilities:**

**Operational Leadership**

- Oversee daily operations across all F&B outlets, ensuring exceptional service, product consistency, and operational efficiency.
- Support outlet managers with scheduling, labor forecasting, inventory management, and cost control.
- Conduct regular floor presence and service audits to maintain luxury standards and team accountability.
- Collaborate closely with the Executive Chef and culinary team to ensure seamless kitchen-to-service coordination.

**Guest Experience & Service Standards**

- Maintain Forbes, AAA, and Fox Harb'r service standards across all dining outlets.
- Handle guest feedback and complaints with professionalism and follow-through, ensuring prompt resolution and service recovery.
- Support development of unique culinary and beverage experiences, including wine dinners, themed events, and seasonal activations.

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto: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.



### **Financial Management**

- Assist in budget development, P&L review, forecasting, and achieving departmental financial goals.
- Track outlet revenues and labor performance, identifying areas of opportunity and recommending solutions.
- Ensure strict adherence to cost of sales, inventory control, and cash-handling procedures.

### **Team Development**

- Support the Director of F&B in recruiting, onboarding, training, and mentoring management and hourly teams.
- Conduct performance evaluations and help create professional development plans for key team members.
- Promote a positive and collaborative culture rooted in respect, accountability, and guest focus.
- Strategic Support & Administration
- Partner with the Director of F&B on long-term departmental projects, renovations, and new concept development.
- Contribute to menu planning, wine and beverage list development, and service SOP documentation.
- Participate in leadership meetings and cross-departmental initiatives supporting overall resort success.

### **Working Conditions**

- Fast-paced, high-end resort environment requiring constant attention to detail and professionalism.
- Frequent standing and walking; occasional lifting of up to 25 lbs.
- Exposure to a variety of indoor and outdoor environments depending on event location and season.

### **Why Fox Harb'r Resort**

- Fox Harb'r Resort offers a unique opportunity to work within one of Canada's premier luxury destinations. Team members enjoy a supportive environment, professional growth opportunities, competitive compensation, benefits, and the chance to contribute to a culture defined by excellence, hospitality, and community.

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

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

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

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

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