



**Position Title:** Catering Coordinator

**Position reports to:** Director of Catering & Conference Services

**Salary:** \$38,000 annually

**Employment:** year round

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.

### Position Overview

The Sales & Catering Coordinator is an integral part of the resort team, providing essential support to the Catering Managers and ensuring seamless event execution. The Coordinator must possess a meticulous eye for detail, work proficiently and professionally, and foster an environment of professionalism, collaboration, and enthusiasm across the resort. This role ensures that every guest experience—from initial inquiry to on-property execution—is flawless, personalized, and reflective of the resort's high standards.

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### Qualifications & Requirements

- Work experience of at least 2 years in Guest Services or Catering and Conference Services
- Knowledge of **Resort Suite**, an asset
- Knowledge of food and beverage products, and presentation of food and beverage items
- Knowledge of meeting room capabilities, banquet set-up, audio-visual, and other pertinent details as they relate to function room set-up
- Strong communication skills, both verbal and written
- Must possess computer skills, including Microsoft Word, Excel, and other Microsoft Office Suite applications
- Exceptional organizational skills and attention to detail
- Ability to manage multiple priorities
- Strong confidentiality values
- Multi-tasker
- Detail oriented
- Strong ethics and integrity (do the right thing)
- Ability to meet deadlines

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### Responsibilities

#### Administrative

- Adhere to and reinforce all standards, policies, and procedures
- Participate in Resort goals for high levels of sanitation and environmental responsibility
- Attend and participate in all pertinent meetings as a member of the Catering team



- Ensure full compliance with Resort operating controls and seek innovative ways to improve personal performance regularly
  - Assure the cleanliness and orderliness of the Catering & Conference Services premises
  - Review contracts as prepared by the Sales team (seek assistance from Director of Conference Services for any out-of-the-ordinary items/clauses)
    - If contractual changes occur, ensure amendments are recorded and reissued by the Sales team for signature
    - Review BEOs and prepare group event menus, with meticulous attention to detail
    - Audit contracts to ensure all room blocks, activities, and event spaces booked in **Resort Suite** align with the signed contract
    - Manage internal resort bookings and rooming lists, creating rates as needed.
    - Attend weekly BEO and pre-conference meetings and daily BEO review meetings with operating departments (Culinary, Banquets, Housepersons, Guest Services, Shuttle, etc.)
    - Conduct site inspections for booked events; host planners and tastings as required
    - Develop working relationships with clients to facilitate the booking of future business
    - Attend pre-conference briefing meetings for larger or more complex events
    - Keep account management systems up-to-date with accurate records of client contacts, program details, and event history
    - Reconcile invoices against BEOs for Food & Beverage, Audio Visual, accommodations, and other expenses, ensuring precision and integrity
    - Prepare and distribute a concise weekly in-house group synopsis to the Global BEO email list
    - Prepare and distribute a concise list of BEOs for weekly review, including the previous week's events for post-event review, to the Global BEO email list
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### **Team Participation & Other Duties**

- Actively participate as a member of the Sales and Conference Services Team and the Resort team, maintaining a positive, professional attitude
- Provide support for others as needed, acting as a role model of professional behavior
- Perform other duties as assigned to meet business needs

**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
- 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

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