



ST. CLAIR

COLLEGE

| Banquet Supervisor | | | |
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| Department: | Hospitality and Beverage | Competition #: | 17-A-15 |
| Campus: | St. Clair College Centre for the Arts | Classification: | Administrative |
| Posting Type: | Internal/External | Salary Range: | \$16.00/hr. |
| Status: | Term (Oct. 2017- Aug. 2018) | Hours per week | Up to 37.5 hrs./wk. |
| Presentation Required: | No | Closing Date: | The competition will remain open until the position is filled |

St. Clair College of Applied Arts and Technology offers a wide variety of programs and courses leading to two and three year diplomas as well as one year certificates and applied degrees. Our Academic Schools include: Skilled Trades, Community Studies, Health Sciences, Nursing, Business and Information Technology, Media, Arts and Design and Academic Studies. The College has over 8000 full-time students enrolled in post-secondary programs, as well as over 30,000 part-time learners engaged in credit, non-credit, distance and contract training activities. The College is focused on graduating learners with exceptional employability skills who are positioned to contribute to the growth and success of the economy within our community, across the country and around the world.

The St. Clair College Centre for the Arts is our beautiful downtown campus. The Centre offers various academic programs as well as Banquet/Meeting facilities and the Chrysler Theatre. We are looking for a **Banquet Supervisor** to join our management team in the Food and Beverage Division under the direction of the **Director of Operations**.

Description:

Weekly activities include supervision of staff in the set-up, tear down and service at event in the banquet and catering areas. Events may be on or off site.

Summary of Duties:

The Banquet Supervisor will supervise part-time staff and ensure client satisfaction by maintaining a visible presence at events and attending to client needs. The Supervisor will have responsibility for the set-up, tear down and cash responsibilities for events.

Qualifications:

The ideal candidate will have a diploma in an appropriate field along with progressive experience in the hospitality industry. Two years experience in supervising banquet staff in a high volume facility is essential along with a strong commitment to client satisfaction and good computer skills. The ability to work a flexible schedule including weekends is also a requirement.

Please forward your resume quoting the **Competition Number** either by fax at (519) 972-2754, by online application at http://www.stclaircollege.ca/jobpostings/hr_resumes.html or by mail to Human Resources, St. Clair College of Applied Arts & Technology, 2000 Talbot Road West, Windsor, Ontario N9A 6S4. **Please use one method only. Resumes must be received prior to the closing date and time.**

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.

We invite applications from qualified applicants. The competition will be conducted in accordance with the prevailing Collective Agreement. While we appreciate all applications, we will acknowledge only those applicants invited for an interview.

COMMITTED TO EQUITY IN EMPLOYMENT AND EDUCATION

Visit our Employment Opportunities Web Page at: <http://www.stclaircollege.ca/jobpostings>