



FOOD & BEVERAGE – HEAD SUPERVISOR

Location: Royal Regina Golf Club
Employment Type: Permanent, Full Time
Compensation Type: Salary with Benefits
Reports To: House Manager
Start Date: January 2022

The Royal Regina Golf Club experience goes well beyond the 18th green in our lounge, dining room and private functions.

The Royal Regina Golf Club is looking for an experienced leader to be the Head Supervisor within the Food and Beverage department.

Taking direction from the House Manager, the Head Supervisor will be expected to:

- Oversee all front of house staff and operations
- Assist with inventory, ordering, and invoicing
- Ensure staff are working efficiently by overseeing all customers and assisting as needed
- Expediting and ensuring food and beverage orders are presented correctly
- Prepare the dining room for Club functions and events
- Participate in the hiring and training of seasonal staff

As an employee of the Royal Regina Golf Club, you will need to:

- Be efficient, energetic, and willing to work flexible hours
- As a leader: your excitement and energy should be contagious and evident to customers and staff
- Take pride in the products we serve and how we serve them in order to ensure members/guests receive the best in service and quality
- Strive to provide a high standard of service
- Be aware of our customer's needs in being proactive and professional while solving issues as they may arise
- Have thorough knowledge of all of our food and beverage products and all other aspects of the clubhouse and upcoming events (i.e. tournaments, private functions, etc.)
- Ability to make quick decisions and communicate with appropriate staff
- Act as a representative of the Royal Regina Golf Club to all members, guests, and staff from all departments

The successful candidate will be:

- Service driven
- Quick on their feet and comfortable making decisions
- Eager to learn and adaptable
- Upbeat and sincere, with a friendly rapport
- Knowledgeable on POS systems and managing payments

Minimum of three years in the service industry is preferred, with previous supervisor experience being an asset.

Please email your cover letter and resume to House Manager, Amy Klotz with subject line: Head Supervisor.

Email: catering@royalregina.com

Applications will close December 15, 2021.