

POSITION profile



Sheraton
CAVALIER CALGARY HOTEL

Position **Club Lounge Attendant**

- Responsibilities
- Greeting patrons in a professional, courteous and friendly manner.
 - Presenting information on items being offered.
 - Taking liquor orders during the evening shift.
 - Providing ongoing service; clearing cutlery, plates, etc...from tables.
 - Presenting bill for liquor orders and ensuring charges are applied correctly.
 - Keeping area clean, stocked, organized and set to standard.
 - Answering general guest questions and addressing concerns.
 - Communicating with the kitchen in regards to food required or any concerns regarding food quality.
 - Polishing cutlery and glassware.
 - Perform all duties in a safe manner according to established safe work practices.
 - Report any accidents, injuries, near misses and/or hazardous conditions.
 - Other related duties as necessary.

- Qualifications
- Must be 18 for the purposes of serving alcohol (for evening shift only).
 - Previous and food service experience.
 - General liquor and wine service knowledge and experience.
 - Ability to work in a fast paced environment.
 - Well organized with the ability to work independently with minimal supervision.
 - Punctual and reliable.
 - Preference will be given to candidates with ProServe Certification.

Hours of work Days of the week vary according to business levels.
Morning shift: 6:00am - 11:30am, Evening shift: 5:00pm - 9:30pm

Reports to Colors Café/Express Stop Manager