

CBC 2013 Manager Ltd

CORAL BEACH & TENNIS CLUB

Invites applications for the 2014 Season

GENERAL ASSISTANT TO THE MANAGER

Responsible hard working persons are needed to assist the Managing Director in all departments whenever and wherever necessary. Applicants will be actively involved in the daily operation of various aspects of the hotel, including but not limited to:-

- **Room Reservations** – Implementation and training of new property management system for room reservations.
- **Guest/Member Relations** – Maintaining relationships with current members and hotel guests whilst in the transition of a new computer system.
- **Accounting** – Training all end users with new computer system with posting, consolidation of accounts and end of day transactions.
- **Front Desk** – Implementation and training of the new property management system
- **Special Event Planning/Food & Beverage** – Contact for weddings, meetings, tournaments, special club events, conferences and fund raising events.

Applicants will have a catering college degree or similar and a working knowledge of standard procedures of a hotel. The hours are long and varied and applicants should be able to jump into any position at any time. A minimum of five years experience is required on a Management level.

MAITRE D'

Our busy Food & Beverage outlets require an energetic, professional staff member who has an excellent track record in the hospitality industry. The focus is on professionalism and providing a superior customer experience. The ideal candidate must possess in depth knowledge about Food & Beverage (wine) in addition to superior customer relation skills. Excellent communication is essential to build a rapport with our members, their guests and our staff, with the innate ability to lead a team.

The successful candidate will be able to demonstrate the following;

Job Skills

- Able to communicate clearly and possess a good command of verbal and written English
- A minimum of five (5) years experience working as a Maitre D' or Head Waiter
- Excellent customer service skills
- A genuine interest and understanding of food and wine is essential
- Able to organize time effectively, forward plan and prioritize
- Able to multitask.
- Must be knowledgeable of new and old world wines with a very strong knowledge of French and Italian wines, including vintages, regions, service standards, ordering and stock taking.

Job Role

- Showing guests to tables during breakfast, lunch and dinner service
- Greeting and escorting guests with a professional and positive attitude, oversee and pro-actively deal with guest queries and complaints
- Advising guests and menus and wine selections
- Checking and dealing with guests special occasion requests, e.g. Birthdays, Anniversaries, Honeymoons, Weddings
- Promote special In House events, e.g. Wine Tasting Dinners, Cocktails and Tasting Sessions

Personality: Outgoing, confident, positive, focused, mature, reliable, attentive, discreet, responsible and accountable, team player but equally able to work independently and without supervision, well presented.

The hours are long and varied. Late nights, early mornings, weekends and public holiday work will be required.

Due to the demands of the hotel/resort business **THE ABOVE POSITIONS** will require working Saturdays, Sundays, split shifts and public holidays.

Interested applicants should submit their letter of interest and resume to:

Human Resources

Coral Beach & Tennis Club

P.O. Box PG 200

Paget PG BX

maureendavies@coralbeach.bm

T: 236-2233

F: 236-1876

Closing date for applications – April 1st 2014