



CORAL BEACH & TENNIS CLUB Invites applications for the following **FULL TIME AND PART TIME** positions:-

EXECUTIVE CHEF

This position requires a professional Culinarian capable of managing a high end operation, providing a full service small resort experience.

Duties include but are not limited to:-

- Producing various menus for the Club's multi faceted culinary operation including fine dining a la carte, corporate functions, weddings, private parties
- Achieving pre set financial targets and goals
- Adhering to pre set labour standards
- Managing a multinational team of fifteen chefs and stewards
- Working with the Training Manager to implement training programmes
- Implementing and achieving the Club's service standards
- Driving financial growth in targeted areas
- A hands on quality focus position in a luxury operation
- Responsible for purchasing & sourcing of all food items
- Proficient in Microsoft and XL

The successful applicant will hold a recognized culinary degree, have a minimum of five years experience at Sous Chef or Executive Chef level and as a member of the management team be expected to interact with members and guests and promote the Club's offerings.

SOUS CHEF

Is responsible to substitute for any and every section and be able to manage the kitchen and the brigade in the absence of the Executive Chef. Good leadership, communication and disciplinarian qualities are required. A qualified candidate will cope well with pressure, stress and heat. An eye for the artistry of the plate is important. The Sous Chef will be actively involved in ordering, stock taking and budgetary controls. A minimum of four years experience is required.

CHEF DE PARTIE

Applicants must have completed a recognized culinary training programme and have a minimum of four years post qualification experience in a high end establishment. Must be capable of providing a varied range of culinary offerings and cuisines. The successful applicants will be expected to work with limited supervision after a familiarization period. All applicants will be fluent in English, verbal and written. All applicants will be expected to perform a skills test set by the Executive Chef. Verifiable references are required and will be checked.

CHEF TOURNANT

The successful applicant will hold a recognized culinary degree and be well versed in all sections of a busy kitchen including pastry work. Must be able to work with limited supervision after an introductory period. Must be fluent in English, both verbal and written. All applicants will be expected to perform a skills test set by the Executive Chef. Verifiable references are required and will be checked.

FOOD & BEVERAGE CAPTAINS

We are seeking professional, competent Food & Beverage leaders to assume full responsibility for the provision of food and beverage services as well as general guest services. We are looking for leaders with a proven track record in food and beverage with a minimum of four years experience as a waiter, who can train, lead and organize effectively and who have skills to motivate individuals into a team dedicated to excellence. The hours are long and varied and some heavy lifting is required.

CHEF DE RANG (WAITER/WAITRESS)

We are seeking highly motivated outgoing and caring individuals to join our dining room brigade. Clean and neat appearance, good references and a commitment to personal service is expected. A minimum of two years service is required in a silver service restaurant. The hours are long and varied and some heavy lifting is required.

CLUB SECRETARY

We seek to employ a Club Secretary who will demonstrate a proven track record of Club involvement and support, previous experience essential. The successful candidate will be proficient in all Microsoft programs, and be very conversant with Excel Spreadsheets. The secretary develops a long standing relationship with the members and work colleagues, and will be ready to field all membership inquiries, tabulate and formalize applications, modifications, renewals and resignations. Administering to support the Board of Governors and Club rules is a large responsibility. The candidate will be expected to learn every aspect of our POS system, so that direct reports may be trained and supported. The successful candidate will be expected to have experience with Northstar. The Club runs 7 days a week, and is busiest at weekends and holidays. Split shifts, late nights and early mornings are a regular occurrence

TRAINING MANAGER

Reporting to the HR Manager, the Training Manager requires a team player attitude, excellent interpersonal and communication skills, attention to detail and project coordination. Strong professional business practices and relationships with vendors are essential, as is collaboration with the General Manager, owners, members, guests and team members. Must be able to lead, train, motivate, plan, budget, establish and measure quality benchmarks as well as implement SOP's. Will develop training material for all departments, ensure full implementation and adherence to standards, create new hire training and orientation programs, aligning programs to support business objectives. Responsible for all aspects of training and development. Display exceptional leadership skills and excellent customer service.

Education and Experience.

4 year Bachelor Degree in Hospitality Management. Minimum of 3 years leadership experience in operations of a luxury hospitality brand. Minimum of 4 years experience in a teaching capacity. Demonstrated

experience in developing, implementing and conducting hospitality skills training classes.

EXPERIENCED BARTENDERS

We are looking for experienced bartenders with a good base knowledge to join our growing operation. A suitable candidate will be passionate and be able to work in a team-oriented, high-volume, fast-paced, guest-centric environment. Demonstrating genuine hospitality and delivering exceptional guest service and making guests feel taken care of during their visit. Set up and maintain cleanliness and condition of bar, bar unit, tables and other tools. Anticipate and communicate replenishment needs, transport supplies to bar set-up area and restock bar with liquor and supplies. Process all payment methods and complete designated cashier reports and other end of shift tasks.

Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure uniform and personal appearance is clean and professional, maintain confidentiality of proprietary information, and protect company assets.

Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Stand, sit or walk for an extended period of time. Perform other reasonable job duties as requested by supervisors.

DIRECTOR OF ROOMS

Is responsible for ensuring the smooth operation of guest services, housekeeping, laundry and front desk in an attentive, friendly, efficient and courteous manner. The Director of Rooms is also overall responsible for providing all guests with quality service. The Director of Rooms candidate will have excellent communication skills in all aspects, professional and appropriate business appearance and presentation, excellent knowledge of all aspects of Rooms Division Operations. Excellent guest service and problem resolution skills and the flexibility to meet the demands of a 24 hour operation. Housekeeping experience preferred along with two years experience in the rooms division of a luxury environment.

HOST/HOSTESS (Seasonal)

The responsibilities of the host/hostess include monitoring the restaurants for empty and cleaned tables and estimating wait times for guests and ensuring the needs of guests are met while they are waiting. The host/hostess is responsible for answering the telephone and booking reservations. As guests arrive, the host/hostess escorts the guests to the dining room.

TENNIS AND TOURISM MARKETING SPECIALIST

Coral Beach & Tennis club is seeking a highly qualified individual to develop and promote tennis operations at the club and to market a program (locally and globally) that will be able to capitalize on tourism, the Americas Cup for 2017 and USTA events.

The main focus will be on developing and promoting tennis tournaments and building a successful Junior Tennis Program. This role requires having an internationally accredited specialist qualification (USPTA/PTR) in youth tennis. Extensive experience and demonstrated ability to grow junior tennis programs in a private club setting is required. Experience and ability to organize, supervise, officiate and initiate club, national, international and USTA tournaments is a must. The preferred candidate will also have experience and accreditations in tennis performance training.

The qualified candidate will thrive in an exclusive resort hospitality environment and will provide a superior service to the resort's local and international guests. The ideal candidate should have a business degree with specialization in tourism marketing.

Job Skills Qualifications

- Bachelors Degree in Business with International Management & Tourism Marketing concentrations
- USTA (USPTA/PTR) professional certifications
- USTA Coach Youth Tennis Certification
- Junior Coaching Specialist and Development Certifications
- Accredited Tennis Performance Trainer
- Standard First Aid & CPR

Experience

- Experience and competency in delivery of red, orange, green ball junior program (USTA 10 & under tennis)
- 5 Years minimum working at private club required
- Extensive knowledge in organizing, supervising, managing and officiating tournaments and events
- Experience and Understanding of Tennis Performance Training and cardio Tennis
- Experience in dealing with High Level Tennis Players
- International experience in premium established facility
- Experience developing and running USTA tournaments

Due to the demands of the hotel/resort business these positions will require working Saturdays, Sundays, split shifts and public holidays.

Applicants should submit their letter of interest, resume and two written references to:

**Human Resources
Coral Beach & Tennis Club
P.O. Box WK 536
Warwick WK BX
maureendavies@coralbeach.bm**

Deadline for applications – February 17th 2017