



JOB DESCRIPTION

CATERING SUPERVISOR

Job Title:	Catering Supervisor
Company:	OVG 360
Venue:	PTCC and SOEC
Wage:	\$19-25/hour depending on experience
Hours:	Full-time
Department:	Catering
Reports To:	Restaurants/Catering Manager
Exempt or Non-Exempt:	Non-Exempt
Supervises People:	Yes

Overview: The Catering Supervisor is responsible for overseeing the execution of catered events at the Penticton Trade and Convention Center, from the initial setup through to the seamless execution and post-event wrap-up. This role extends to engaging service in the premium seating areas of the South Okanagan Event Centre. We're looking for a dynamic individual who thrives in a vibrant, fast-paced environment and brings a friendly, approachable demeanor to every interaction. In addition to overseeing events, the Catering Supervisor supports our Restaurant and Catering Manager and Assistant Manager, diving into a variety of projects such as team training, managing inventory, and coordinating special events. The Catering Supervisor must maintain excellent attendance and be available to work events as scheduled per business needs.

Essential Job Functions:

- Responsible for overseeing the service of meals to guests or directing guests to the buffet line.
- Responsible for serving beverages to guests including alcoholic beverages. Must check guest's ID to verify minimum age requirement for the purchase of alcoholic beverages.
- Responsible for assisting in recording a guest's order and relaying the order to the kitchen via P.O.S. system.
- Responsible for observing guests to respond to any additional requests and determine when the meal has been completed.
- Responsible for computing the cost of the meal and presenting the guest with the check. Accept payments and provide change as necessary.
- Responsible for ensuring tableware and linens replaced as necessary.
- Recommends certain dishes and identifies ingredients or explains how various items on the menu are prepared.

- Assists in setting up banquet functions including linens, dishware, glassware and silverware.
- Maintains sanitation, health and safety standards in work areas.
- Must show demonstrated ability to meet the company standard for excellent attendance.
- Assures that the location equipment is operable and clean prior to start of event.
- Responsible for recognizing guests that are visibly intoxicated and taking action to cut off alcohol to such individuals.
- Assists Management team with projects including training, inventory and special events.

Knowledge, Skills, and Abilities:

- Ability to supervise the work of others.
- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Possess a valid food handling certificate or alcohol service permit if required by provincial or federal regulations.
- Ability to handle cash accurately and responsibly.
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.

Education and Experience:

- Experience working in a supervisory capacity in a fast-paced restaurant or catering environment.

To apply, please send your resume and a cover letter directly to Joe.Northcott@pentiction.ca.

The South Okanagan Events Centre Complex is an equal opportunity employer. We are committed to developing a culturally diverse workforce.



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