

Bala Bay Inn

Job Description

Position Title: Hotel Support Staff

Reports To: Chef, Restaurant Manager, Housekeeping Manager, Director of Operations

Position Time Frame: June - September

Purpose & Major Responsibility: The Support Staff member is a key figure and Hotel Ambassador at the Bala Bay Inn. She/He ensures **complete guest services excellence**. This individual works in all areas of the hotel, to where ever business levels deem necessary.

Staff Responsible For: not applicable

Main Duties & Activities:

- Greeting, Seating, Touring, Hotel & Restaurant Guests
- Cash & Credit Handling
- Restaurant Atmosphere (Clean, organized, warm, inviting)
- Clean and stock washrooms according to standards
- Preparing Coffee, Tea and Espresso
- Delivering Water, Bread, and Food Orders to guest tables
- Setting and Clearing Restaurant tables
- Stocking and Organizing side stations
- Function Set-up and Break Down
- Assisting servers with side duties
- Assisting servers with running food, and clearing tables
- Assisting in housekeeping if busy
- Set up and tear down of wedding functions
- Yard Maintenance
- Housekeeping duties
- Laundry
- Running errands around Bala
- Assisting in the Kitchen when asked

Assets:

- Strong Inter-Personal skills
- Friendly and Outgoing personality type
- Organized
- Studious
- Problem Solving, Math
- Familiar with Muskoka Tourist Attractions

Advancement opportunities: Server, Bartender, Front Desk Agent, Housekeeper

P.O. Box 258 3063 MUSKOKA ROAD HWY 169 BALA, ONTARIO, CANADA POC 1A0 T: 705.762.3313 TF: 1.866.268.1453 WWW.BALABAYINN.COM



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Hours/ Wage: 25 to 44 hours per week – based on business levels, Competitive Remuneration, hourly non-alcoholic server rates & alcoholic server rates, gratuities and tip

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