



May 18, 2010

**Director, Food and Beverage
Reporting To: General Manager
Radisson Hotel, Calgary, AB
Full Time, Permanent Position**

ARE YOU LIVELY? With SilverBirch Hotels & Resorts, you can be!

What's In It for You?

- Join our family of supportive team mates who are passionate about service
- "The Perks" including hotel and restaurant discounts
- Growth opportunities within a national multi-brand hotel company
- Industry leading development and training programs
- Learn and collaborate with the best in the industry
- Proud to be Canadian
- We are lively! Come have some fun with us!

We are looking for a Director of Food & Beverage at the Radisson Hotel in Calgary, AB.

In the role of Director Food and Beverage, your objective is to maximize customer satisfaction and hotel profitability by supervising the hotel's Food Service outlets ensuring that they are in accordance with the standards of SilverBirch Hotels & Resorts.

Duties & Responsibilities:

- Supervise kitchen, outlets and Banquet staff & Managers
- Work closely with the Banquets Manager, each of the Outlets Managers/Supervisors and Executive Chef to determine which staff and supplies will be required
- Compile serving schedules and assist with co-ordination of food & beverage services during functions
- Implement and Maintain proper liquor controls
- Ensure that equipment is properly cleaned and maintained
- Assist with dealing with customer inquiries/issues
- Oversee staffing by utilizing the Scheduling tool to ensure optimum service standards by maintaining operating parameters
- Train, motivate and supervise staff to ensure star performance and spirit standards are achieved
- Maximize profitability
- Participation in department head meetings
- Develop and maintain budgeting and forecasting for food and beverage department
- May require shift work
- Physical requirements of the position include the ability to lift approximately 25-55 lbs.
- Commit to notion of "green" hotels, actively participate in organizational initiatives and seek out opportunities to reduce, reuse and recycle; be cognizant of and compliant with OH&S related requirements and standards
- Understands customers, builds organizational credibility and develops new revenue sources
- Manages expenses, maximizes revenues, encourages up selling through incentives, and works at staying ahead of the competition
- Sets goals and standards while finding solutions that are beneficial to guests and associates, while meeting deadlines that are decisive and achievement oriented
- Listens to all sides of an issue to achieve a successful solution/resolution
- Recognizes and reward top performance, is approachable, caring and considerate
- To work with other Executive Team members to a build a supportive and cohise team throughout the hotel



Preferred Education & Qualifications:

- A certificate/diploma/degree in Hospitality Management or equivalent
- A minimum of 2-5 years full-time senior experience working within a food and beverage department
- Smart Serve and Food Safe Certification
- Demonstrated working knowledge of Computerized Catering System, Property Management system, Microsoft Word and Excel
- Must possess very high motivational skills and the ability to lead the team with very little supervision
- A proven ability be comfortable with change and to stay focused dealing with many interruptions
- Displays a positive attitude, maintains enthusiasm and celebrates success

This individual will:

- Will be well suited to inspirational tasks and the delegating of work to others.
- Will be a self-assured and friendly worker with a strong sense of self and a direct approach
- Will be an enthusiastic self-starter who wants to experience new things and ideas. He/She wants to be involved in a variety of assignments and to have the opportunity to travel.
- Will usually focus on the positive aspects of a situation.

Those interested in applying are invited to forward a resume in confidence no later than May 25, 2010 to the attention of:

Jennifer Collins, Human Resources Manager
Radisson Calgary Airport Hotel
2120 16th Avenue NE, Calgary, AB T3G 5A2
jcollins@silverbirchhotels.com
Fax - 403-219-6373

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