



January 27, 2011

**In Room Dining Server
Regina Inn Hotel & Conference Centre
Permanent, Part-time, Mornings**

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 looking for an In Room Dining Server at the Regina Inn Hotel & Conference Centre in Regina, Saskatchewan.

In the role of In Room Dining Server you will ensure registered hotel guests who chose in-room dining are served complete orders in a professional, friendly manner and receive food order expediently.

Duties & Responsibilities:

- Knowledge of food, liquor and wine menus and daily specials
- Service according to Hotel Spirit Standards
- Answer Room Service phone as per Telephone Courtesy Standards to receive orders
- Set up trays to standard
- Input orders into Micros (POS System)
- Posting of bills and payments to Micros
- Ensure quality and accuracy of food orders
- Maintain cleanliness and inventory of Room Service area, supplies and stock
- Collect trays from guestroom floors in a timely manner
- Monitor guest room charges via front desk reports
- Responsible for own float
- Ordering, picking up and delivering of supplies from Shipping/Receiving
- Assist in other Outlet stations as required (X-press, botaniCa & Vic's Lounge)
- Other duties as assigned

Preferred Qualifications:

- Exceptional customer service skills
- Experience in food and beverage service
- Reliable
- Good time management skills essential
- Good organizational skills
- Team player
- Legally entitled to serve alcohol

Position Details:

- Part-time position 15-20 hours per week, mornings



If you are interested in joining a great team of hospitality professionals in one of the hottest markets in Canada, apply by February 6, 2012.

Contact:

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SILVERBIRCH HOTELS & RESORTS IS SUPPORTIVE OF WORKFORCE DIVERSITY AND ENCOURAGES APPLICATIONS FROM QUALIFIED INDIVIDUALS.

Only qualified candidates will be contacted. Thank you for your application.

NOTICE TO POTENTIAL JOB APPLICANTS

If you are considering employment with us, please be advised that SilverBirch Hotels & Resorts

- **Does not** require job applicants to pay a fee for a job application or opportunity; and
- **Does not** make unsolicited offers of employment.

If you have been approached by any entity engaging in such practices who claims to represent SilverBirch Hotels & Resorts, please advise us immediately by email at careers@silverbirchhotels.com and contact either the Canadian Anti-Fraud Call Centre at 1-888-495-8501 or the Royal Canadian Mounted Police.