

# Park Place Lodge

742 Highway #3, PO Box 2560 Fernie, British Columbia, Canada V0B 1M0  
Tel: (250) 423-6871 Fax: (250) 423-3771 Email: info@parkplacelodge.com Web: www.parkplacelodge.com



Park Place Lodge is a locally owned, boutique hotel located in Fernie, British Columbia. Our full-service property features 64 guest rooms, Max Restaurant, The Pub Bar & Grill as well as Sprints Cold Beer & Wine Shop. Fernie offers year round recreational opportunities, including world famous fly fishing and skiing, numerous lakes, extensive hiking, mountain biking, golf and snowmobiling.

## **CAREERS & EMPLOYMENT OPPORTUNITIES**

At Park Place Lodge, our team members are an integral part to our success. We look to define service through our professional, knowledgeable and courteous staff. Our team members are offered an opportunity for growth in a friendly work environment. Join our team and share in our future. Staff accommodation is also available. Additional employment incentives include: Hotel room discounts for friends and family; Competitive wages; Staff discounts in the Pub, Bistro and Sprints Cold Beer and Wine Store; Fitness credit; Dental; Discounted ski pass; Free soup, pop, coffee and tea.

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### **Housekeepers**

Park Place Lodge is currently seeking energetic and reliable individuals to fill roles as housekeeping room attendants. Flexible work schedule includes full-time or part-time seasonal or long-term for the right applicant. Related experience would be an asset, but willing to train. Starting wage of \$13 per hour.

#### **REQUIRED SKILLS AND EXPERIENCE**

- Candidate must be in good physical condition, energetic, organized, and pay attention to detail.
  - Cleaning guest suites with kitchens
  - Laundry and other cleaning duties
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### **Front Desk Guest Services Agent**

Our Guest Services Agents are responsible for ensuring the finest quality of service while presenting hotel guests with an experience they will commend and recommend.

#### **REQUIRED SKILLS AND EXPERIENCE**

- Responsibilities include guest check-in/check-out, processing, reservations, guest services, operation of hotel software, multi-line switchboard operation, sales of vacation packages, shift -end balancing.
  - Excellent communication skills, strong organization skills, self-motivation, exceptional telephone manner and a willingness to work with a positive team-player attitude.
  - Previous hotel related experience is desirable. Familiarity with RoomMaster or similar PMS would be beneficial.
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### **Line Cook - Breakfast**

The Park Place Lodge is actively seeking a Line Cook to join our team

#### **REQUIRED SKILLS AND EXPERIENCE**

- Cook Trade certification and food safe Certificate are required.
- Prepare and cook full course meals, prepare and cook individual dishes and foods
- Work with minimal supervision
- Prepare dishes for customers with food allergies or intolerances,
- Inspect kitchens and food service areas, clean kitchen and work areas.
- Work with specialized cooking equipment (deep fryer, etc.),
- Bakery goods and desserts, Stocks, soups and sauces, Eggs and dairy, Cold kitchen (salads, appetizers, sandwiches), Cereals, grains and pulses, Vegetables, fruits, nuts and mushrooms, Hors d'oeuvres, Meat, Poultry, Pasta, Game, Fish, Seafood.

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## **Hotel Operations Manager**

Park Place Lodge is currently seeking an experienced and energetic individual to join our Management Team. We require a hands-on Hotel Operations Manager with a strong operational background.

Duties include overseeing the day-to-day hotel operations, ensuring optimal levels of quality and customer satisfaction, development and supervision of personnel, liaising with the executive management team and owners, along with supervision of service contracts. Responsibilities also include implementing effective strategic plans with corresponding budgets and achieving key financial and operational targets while maintaining appropriate standards of service.

We are seeking a candidate with a flexible schedule, with the ability to work evenings, weekends, and holidays. This is not a seasonal position and we are looking for a candidate who is willing to commit to this position long term.

### Our ideal candidate will have:

- Prior experience in the Food & Beverage and Hotel/Accommodation industries (minimum 2 years)
- Serving it Right Certification
- A thorough knowledge of food service standards
- Knowledge of liquor laws in BC and liquor service procedures
- Comprehensive telephone and interpersonal skills
- A friendly and outgoing demeanor
- Problem solving skills
- The ability to work in high pressure situations
- Organization and delegation skills
- Knowledge of basic computer programs (Word, Excel)
- Must be in good physical condition, with the ability to perform a variety of tasks, including but not limited to assisting in a hands on capacity, supervisor and front line staff, in all departments as circumstances require.

### BENEFICIAL QUALIFICATIONS:

- Experience with RoomMaster and InnQuest \*or equivalent software
- Food Safe certification
- Dining and banquet experience

### The position will also involve:

- Maintaining full knowledge of the Hotel, Retail Store and Food and Beverage outlets
- Developing a thorough understanding of our business policies and procedures
- Handling any incidents as they may arise throughout the property
- Overseeing general operations and planned events
- Attending to customer complaints and guests' needs
- Administration of Human Resource policies and assisting departmental managers with recruitment and discipline
- Conducting monthly manager meetings to ensure all departments are running cohesively

We require our applicants to be of a clean and professional appearance, to be organized, and to be able to work as a Hotel Operations Manager who will uphold the culture and standards of our company. Remuneration packages based on qualifications and experience.

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## **Bistro Manager / Manager on Duty**

Park Place Lodge is currently seeking an experienced and energetic individual to join our Management Team as a Manager on Duty with departmental responsibility as the Bistro Manager.

Our Management Team is comprised of enthusiastic and friendly individuals who work together to provide the highest levels of service in all departments, maintaining a fun and productive work environment for all staff, and overseeing general operations. As part of the Management Team you will be trained in all aspects of the hotel, retail and food and beverage environments, as the manager on duty you will need to be readily available to assist in all departments. The Bistro Manager will be required to work alongside the Sales Manager ensuring effective operation of Banquets and Events held within the hotel.

We are seeking a candidate with a flexible schedule, with the ability to work evenings, weekends, and holidays. This is not a seasonal position and we are looking for a candidate who is willing to commit to this position long term.

### JOB DESCRIPTION:

- Hire, train, and supervise staff, ensuring guests needs are always attended to.
- Ensure hotel policy and procedures are being followed, including Liquor and Labour Laws.
- Be prepared in case of an emergency – taking a leadership role during any emergency that may arise.
- Plan & execute events in the Bistro and function rooms.
- Expedite on server line when required checking plates / timing bills.
- Ordering all replacement menus, comment cards, and other printed material required.
- Be a working manager & lead by example.
- Be aware of and report any items for maintenance.
- Attend monthly managers meetings.

### JOB REQUIREMENTS

- Must have a minimum 1 years' experience in food and beverage. A background in management would be an asset.
- Serving it Right Certification
- A knowledge of basic food service standards
- Exceptional interpersonal, motivational and communication skills.
- Problem solving skills
- The ability to work in high pressure situations
- Organization and delegation skills
- Knowledge of basic computer programs (Word, Excel)

### BENEFICIAL QUALIFICATIONS

- Experience with RoomMaster and InnQuest \*or equivalent software
  - Dining and banquet experience
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Interested in any of these opportunities? Please contact us in person or via EMAIL at [jobs@parkplacelodge.com](mailto:jobs@parkplacelodge.com).

We thank all applicants for their interest in joining the Park Place Lodge team; however, only those candidates selected for an interview will be contacted. No phone calls please.