

# 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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### **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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### **Night Audit – 3 Nights / week**

The Park Place Lodge is actively seeking a Night Audit to join our team.

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

- Maintaining an inventory of hotel vacancies, reservations, and room assignments
- General supervision and maintenance of the property throughout the shift
- Answering enquiries (by telephone, e-mail, and in person)
- Providing information about hotel services and facilities, as well as the community
- Responding promptly and appropriately to guest complaints and hotel issues that may arise
- Compiling and checking daily records
- Providing invoices and statements
- Handling the departure of guests including receiving payments including handling of cash
- Operating hotel software and multi-line switchboard

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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.

#### **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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## **Retail Clerk - Spirits Cold Beer & Wine Shop, Park Place Lodge**

Our Retail Clerks are responsible for ensuring the finest quality of service and the satisfaction of shop patrons. Full time and part time positions available.

### REQUIRED SKILLS AND EXPERIENCE:

- Responsibilities include shipping and receiving inventory, retail sales, restocking of shelves, handling of freight, and light duty janitorial.
  - Excellent communication skills, strong organization skills, self-motivation, exceptional telephone manner and a willingness to work with a positive team player attitude.
  - Knowledge of wines and beers is desirable.
  - Ability to work a flexible schedule including weekends and holidays.
  - Applicant must be 19 years of age or older.
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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.

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.