

# 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 Sprits 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 Sprits 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**

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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## **Server – Pub Bar & Grill, Bistro Restaurant**

Our servers are self-motivated and enthusiastic individuals. In this role you will be serving our Pub Bar & Grill, Bistro Restaurant, as well as serving functions and meeting when available. Extensive experience in the industry is not necessary, but some knowledge of Food and Beverage would be an asset.

### REQUIRED SKILLS AND EXPERIENCE

- Well groomed, presentable, friendly, and motivated
  - An excellent communicator with an outgoing personality
  - A self-starter with highly tuned organizational skills
  - Reliable and dependable
  - Minimum two years experience in the food and beverage service industry
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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.