

# 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 with certain positions based on availability. Additional employment incentives include: Hotel room discounts for friends and family; Competitive wages; Staff discounts in the Pub, Bistro and Spirits 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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### **Housekeeper**

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**

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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## **Hospitality Host / Janitorial Attendant**

Park Place Lodge is currently seeking energetic and reliable individuals to fill roles as hospitality host and janitorial attendant. 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

- Responsibilities include checking, maintaining, and cleaning hotel common areas as required, assist front desk with guest services such as baggage handling, room service, assisting with banquet functions, etc. Will also assist all other departments as needed.
  - Must be in good physical condition, service-orientated and a team player, as well as possess good organizational skills and be able to work with minimal supervision
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## **Line Cook (Breakfast)**

The Park Place Lodge is actively seeking a Breakfast Line Cook to join our kitchen team! We are looking for a kitchen member who can work in high pressure situation while maintaining a cool level headed demeanor and work with minimal supervision. You will also be required to follow & implement the instructions of Kitchen Management, including tracking of supplies, mise-en-place & prep lists. Knowledge of all Menus & ability to fill in on any station. This position is scheduled morning shifts with the expectation of availability weekdays, weekends, holidays and to cover other shifts as Kitchen management sees fit.

### REQUIRED SKILLS AND EXPERIENCE

- Basic knowledge of common food allergies and dietary needs (celiac, gluten free, shellfish allergies, lactose, etc.)
- Follow temperature charts, "HACCP" records, and general knowledge of "WHIMIS"
- Perform general kitchen cleaning duties, keeping a clean and sanitary work environment
- Able to inspect supplies upon delivery, and follow general "FIFO" guidelines
- Work with specialized cooking equipment (deep fryer, meat slicer, emulsion blenders, etc.)

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## **Servers – Pub Bar & Grill**

Our servers are self-motivated and enthusiastic individuals. In this role you will be serving our Pub Bar & Grill (afternoon and evening shifts), or the Bistro Restaurant (morning shifts), 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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## **Food Runner – Pub Bar & Grill**

We are seeking a motivated individual to join our front of house service team for the WINTER season. As a food runner in our Pub, your duties will include:

- Delivering food to customers while ensuring they receive the correct order
  - Acting as the primary contact between the front-of-the-house and back-of-the-house staff
  - Restocking side stations with ice, glassware, and other supplies as necessary
  - Communicating food orders to chefs, paying attention to priorities (e.g. food allergies)
  - Working along side the servers and bartender to ensure exceptional service to our customers
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### REQUIRED SKILLS AND EXPERIENCE

- Experience in the food and beverage service industry
  - Be presentable, friendly, and motivated
  - Have a keen eye for detail
  - Be able to multitask and work under pressure and confident working by themselves
  - Be willing to learn and adapt to new service skills
  - Be enthusiastic & punctual
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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.