

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 with full time positions based on availability. 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.

Breakfast Line Cook – Full Time

Park Place Lodge is seeking a full-time, year round Breakfast Line Cook to support our kitchen operations. The successful candidate will work approximately 6:00 a.m. – 2:00 p.m., five days per week. The position involves preparing breakfast menu items, maintaining a clean and organized workstation, and following established kitchen procedures and safety standards.

REQUIRED SKILLS AND EXPERIENCE

- Minimum 3 years of experience working in a breakfast kitchen or buffet environment.
- Ability to lift up to 50 lbs and stand for extended periods.
- Strong time-management skills and ability to work efficiently under pressure.
- Ability to work weekends and early mornings.
- Positive, professional, and team-oriented attitude.
- Valid authorization to work in Canada at the time of application.
- Follow directions from the Kitchen Manager, Head Chef, and Sous Chef.
- Complete daily kitchen opening duties.
- Maintain accurate tracking of supplies and complete mise-en-place and prep lists.
- Set up, stock, and maintain all stations with required supplies.
- Prepare food items for service, including chopping vegetables, butchering meats, and preparing sauces.
- Prepare dishes for guests with allergies or dietary restrictions, as required.
- Ensure food quality, consistency, and timely service

Housekeeper – Full Time

Park Place Park Place Lodge is currently seeking energetic and reliable individuals to join our Housekeeping team. This is a, **year round position** must be available to work full time, 5 days per week, including weekends and holidays from 9am-5pm.

REQUIRED SKILLS AND EXPERIENCE

- Minimum 1 years of experience
- Valid authorization to work in Canada at time of application
- Candidate must be in good physical condition, energetic, organized, and pay attention to detail.
- Cleaning guest suites with kitchens and all common areas of the hotel
- Laundry and other cleaning duties

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Facilities Maintenance Assistant– Full Time & Part Time

Park PlaCe Lodge / Park Vacation Management is seeking a reliable, motivated, and hands-on Maintenance Technician to join our team. Reporting to the Maintenance Supervisor, this role is responsible for the day-to-day upkeep and maintenance of our buildings and grounds, ensuring a safe, functional, and welcoming environment for guests and staff year-round.

DUTIES, REQUIRED SKILLS AND EXPERIENCE

- Inspect buildings, grounds, equipment, and systems to identify maintenance needs
- Repair and maintain equipment, fixtures, and building structures
- Monitor and maintain heating, plumbing, and mechanical systems
- Perform routine quality checks to ensure all systems meet required standards
- Complete general maintenance tasks including landscaping, painting, carpentry, and minor construction
- Maintain accurate inventory records for tools, equipment, and supplies
- Complete daily tasks using checklists and the Upkeep System
- Respond promptly and effectively to maintenance emergencies
- Keep maintenance and employee manuals up to date
- Assist with planning and executing special projects alongside the Maintenance Manager
- Work collaboratively with all departments to maintain property standards
- Support audits and ensure operational quality standards are met
- Assist with housekeeping, janitorial, groundskeeping, and unit inspections for guest and owner check-ins/outs
- Assist with pool maintenance and upkeep
- Support construction and renovation projects as required

Bistro & Banquets Attendant – Full Time

IMMEDIATE START – must be willing to stay until end of Summer Season. The Park Place Lodge is looking for a self-motivated, enthusiastic, and service-oriented individual to join our team as a Bistro & Banquets Attendant in The Bistro Restaurant. This role offers a consistent set weekday schedule: Monday–Friday, 6:00 am – 12:00 pm, with occasional extended shifts until 2:00 pm for banquet functions. Candidate must have VALID Work Permit & BC Serving It Right Certificate. The ideal candidate will be an excellent communicator with an outgoing personality, highly organized and able to take initiative, reliable, dependable, and punctual, with professional in appearance and conduct.

DUTIES, REQUIRED SKILLS AND EXPERIENCE

- Prepare the Bistro for breakfast service
- Greet, seat, and engage guests in a welcoming manner
- Take food and beverage orders, addressing dietary requests and questions
- Coordinate seamlessly with the Back of House team
- Set up, deliver, clear, and reset tables efficiently
- Carry out end-of-service cleaning and closing routines
- Oversee or assist with the setup and cleanup of function spaces for events
- Serve at banquets and special functions
- Support the Bistro Manager with daily operations
- Upsell menu items and services to maximize revenue
- Handle guest requests and resolve complaints with professionalism, including authorizing compensation when necessary
- Maintain high service standards throughout all guest interactions
- Minimum 1 years of experience in the Food & Beverage industry
- At least 6 months of experience in the Hotel/Accommodation industry

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Pub Bar & Grill – Server/Bartender Full Time

The Pub at Park Place Lodge is looking for an enthusiastic and reliable individual to join our Front of House service team. The successful candidate must be available to start no later than March 10, 2026 and commit through the end of September if not longer. This position requires 4–5 shifts per week. Applicants must already possess a valid Canadian work permit and a current BC Serving It Right Certificate.

DUTIES, REQUIRED SKILLS AND EXPERIENCE

- Welcome guests, present menus, and provide knowledgeable food and beverage recommendations
- Accurately take orders and communicate them to kitchen and bar staff
- Serve food and beverages in a timely and professional manner
- Present bills and process payments (cash, debit, credit, and room charges)
- Describe menu items and daily specials
- Clear and reset tables, trays, and chairs
- Address guest questions, concerns, and complaints professionally
- Act as a liaison between front-of-house and back-of-house teams
- Restock service stations (ice, glassware, supplies) as needed
- Communicate special requests and priorities (e.g., food allergies) clearly to chefs
- Collaborate with servers and bartenders to ensure exceptional guest experiences
- Minimum 2 years of experience in the food and beverage industry
- Available for a full-time, permanent (year-round) position
- Professional, friendly, and highly motivated with strong attention to detail
- Able to multitask and perform well under pressure plus confident working independently
- Eager to learn and develop new service skills
- Previous bartending experience preferred
- Reliable, enthusiastic, and punctual
- Must be flexible with weekends, daytime, and evening shifts

Pub Bar & Grill – Brunch Server

IMMEDIATE START. The Pub at Park Place Lodge is seeking a motivated individual to join our front of house service team. This position is to serve our Brunch which is on Friday, Saturday and Sundays. You will be required to work from 9am – 4pm on these days. Applicants must already possess a valid Canadian work permit and a current BC Serving It Right Certificate.

DUTIES, REQUIRED SKILLS AND EXPERIENCE

- Opening duties for the Pub
- Welcome guests, present menus, and provide knowledgeable food and beverage recommendations
- Accurately take orders and communicate them to kitchen and bar staff
- Serve food and beverages in a timely and professional manner
- Present bills and process payments (cash, debit, credit, and room charges)
- Describe menu items and daily specials
- Clear and reset tables, trays, and chairs
- Address customers' complaints or concerns
- 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 alongside all servers and bartender to ensure exceptional service to our customers.
- Minimum 2 years of experience in the food and beverage industry
- Able to take direction from Senior Management and work unsupervised.
- Be presentable, friendly and self motivated
- Be able to multitask and work under pressure

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Guest Services & Front Desk Manager – Full Time

Park Place Lodge is seeking an experienced and energetic individual to join our leadership team. The Guest services and Front Desk Manager will manage the daily operations of the hotel front desk and guest services team. This position is critical to ensuring a smooth guest experience from the time they book their stay, all the way through to when they check-out. The ideal candidate will have a strong background in the accommodation industry – with the ability to train and lead a team, manage all aspects of the front desk department, foster relationships with our corporate, wholesale and travel agent network, and ensure the highest level of customer service to our in-house guests.

DUTIES, REQUIRED SKILLS AND EXPERIENCE

- Managing the daily operation of the Guest Services team at the front desks including check-ins, check-outs, inquiries, guest issues, recommendations, etc. – all while providing exceptional levels of customer service.
- Managing guest reservations department including answering phone/email inquiries, providing lodging options/quotes, inputting reservations accurately into our booking software, taking payment and providing confirmations.
- Facilitating and confirming reservations from our network of corporate clients, wholesalers, travel agents, and online channel partners, as well as building relationships with these key stakeholders.
- Hiring, training, and scheduling of staff with a view to professional development of the guest service front desk team.
- Working to sales targets and KPI's as set by the company.
- Responding to concerns/compliments from guests in a professional and timely manner.
- Ensuring guests' needs are always attended to and maintain guest service standards.
- Ensuring hotel policy and procedures are being followed, including Liquor, Lottery and Labour Laws.
- Ensuring daily duties are being performed and checklists are being used.
- Being a working manager and leading by example.
- Previous experience working in reservations/guest services for the accommodation/travel industry.
- Outstanding customer service experience and a demonstrated positive, results-driven attitude.
- Skilled and sensitive listener who understands guest needs and can tailor accommodation options.
- Candidates must be proficient with the Microsoft Office suite of applications and similar. Competency with RoomMaster or similar PMS would be beneficial.
- Available to work flexible shifts including days, evenings, and weekends.
- Strong destination knowledge of Fernie, Fernie Alpine Resort and surrounding area.
- Team player with strong interpersonal and communication skills.
- Exceptional interpersonal, motivational and communication skills.
- 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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Hotel Manager on Duty – Full Time

Park Place Lodge is currently seeking an experienced, motivated and service focused professional join our Management Team as a Manager on Duty. 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 Manager on Duty, you will receive cross-training in hotel operations, retail, and food & beverage outlets. This hands-on leadership role requires you to be visible, approachable, and ready to support any department as needed.

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

DUTIES, REQUIRED SKILLS AND EXPERIENCE

- Support the Management Team, including the General Manager in overseeing daily operations in all building operations.
- Foster a positive and collaborative work environment, promoting teamwork and effective communication among staff members.
- Ensure health and safety information is communicated and upheld.
- Supervise and provide leadership to staff in all departments.
- Address and resolve guest concerns promptly and professionally.
- Perform back up duties in all departments at either a managerial or front-line level, particularly the front desk, and be able to assist when necessary.
- Enforce company policies and procedures.
- Monitor operations to identify areas for improvement and assist in developing Standard Operating Procedures
- Assist with the creation of work schedules when requested.
- Work with the Management Team in ensuring maintenance activities are overseen and arranged.
- When necessary, assist in the preparation of budgets, monitoring of revenues and expenses, assist with the marketing plan as requested.
- Perform administrative tasks and projects as directed by the General Manager and other Management Team members.
- Cover departments at a floor level when staffing needs require.
- Take initiative beyond core responsibilities to enhance guest satisfaction and operational results.

Interested in any of these opportunities? Please contact us in person or via EMAIL at 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.