



**Title:** Food & Beverage Supervisor  
**Position Reports to:** Director of Food & Beverage  
**Salary:** \$22.00 per hour, gratuity and incentives  
**Employment:** Seasonal

Fox Harb'r Resort is a 5 Star, 4 Diamond property nestled along the coast of the Northumberland Strait in Wallace, Nova Scotia. We are offering a unique opportunity for you to experience a 5 Star Luxury work environment. With this opportunity you will be presented with a distinctive career, experience, and benefits in a World Class setting.

**General Description:** Courtesy and efficiency are paramount in any Food Services capacity. The F&B Supervisor plays a key role in the operation to maintain the necessary liaison with guests as well as a balanced relationship with fellow team members in the day-to-day operation. Professionalism, leadership and organizational skill are necessary for success in this position.

**Qualifications & Requirements:**

- At least one year service leadership experience
- Experience in luxury hotel or fine dining
- Strong leadership, interpersonal and communication skills
- Knowledge of relevant legislation and regulations
- Ability to work well under pressure in a fast-paced environment
- Ability to work independently and as part of a team effectively
- Ability to focus attention on guest needs, remaining calm and courteous at all times
- Keen eye for detail, innovative and interested in creating a 5-star experience

**Responsibilities:**

- Take a responsible role in day-to-day operation, maintaining and assisting others in the appearance and operating efficiency of all dining areas.
- Supervise and manage food and beverage team members.
- To perform all aspects of service expectations and any necessary extra duties as assigned.
- To adhere to company policies and departmental procedures.
- To ensure all menu changes are updated in POS immediately
- To become aware and knowledgeable of all menu specials, shortages or item specifics on a per shift/day/night basis as well as knowledge of existing menus.
- Order and maintain inventory levels
- To ensure the cleanliness and proper storage of all products, tools and workspaces.
- To ensure all health regulations and food safety techniques are followed.
- Maintain the security of information, key control areas, inventories and time management not only displaying responsible actions, but also encouraging them in others.
- Learn and know areas of product knowledge, service techniques and procedures.
- Completion of closing tasks such as reports preparation, checklist of completed duties and a synopsis of the shift/day/night where pertinent information is recorded for follow-up or as reporting for incoming team members.
- Closing tasks may also include the safe and clean state of departure from premises; ensuring areas are locked, closed or turned off as required.

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com) Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



**At Fox Harb'r Resort, we know every employee is a valued part of the team.**

**Our benefits include:**

- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products and Activities
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

Fox Harb'r Resort is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status

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