



### Events + Catering Floor Captain

Are you an enthusiastic, guest-focused, team-spirited leader? Do you have a passion for events and guest service? Do you have what it takes to lead a team of hospitality professionals on the road to food and beverage stardom? Did you answer yes? Well, what are you waiting for? We want to hear from you!

Some of the duties and opportunities outlining the Event Captain position are, but are not limited to:

- Meet with the client to finalize details and ensure that the event is planned to their expectations
- Ensure event space is set up according to the Event Order and floorplan
- Coordinate, supervise and lead your event team involved in delivering events at the Chilled Cork, Retro Suites, Chatham Armoury and other offsite venues
- Direct oversight of assigned events in a supervisory capacity and control floor operations
- Provide suggestions to enhance and improve the event's success, and future events
- Responsible to ensure event is executed smoothly & quickly. Resolve any problems that may occur
- Make independent decisions for your client
- Opportunity for continual growth and advancement in the Events + Catering Department

#### **Job Requirements**

- Valid Smart Serve certification
- Outstanding communication and organizational skills
- A knack for problem-solving
- Ability to work flexible hours including late nights, weekends and holidays
- A team player with leadership skills and attention to the small things
- Knowledge of hotel food and beverage operations an asset

To learn more about us visit our website at: [retrosuites.com](http://retrosuites.com). If you think you'd be a great fit for our growing team we want to hear from you! We invite you to apply online with your cover letter and resume.

So, what are you waiting for?