



Employment Opportunity

Position: Banquet Porter

Location: Kenora Campus

Start Date: As soon as possible

Deadline: Ongoing until filled

Duration: Casual, Permanent

Wage: \$20.89-\$25.54 per hour

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Sandra Bond, Executive Assistant/Events Coordinator at sandrab@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Banquet Porter

Job Description

General description

Banquet Porters must be able to work well independently, as well as in a team setting, in fast-paced, time-sensitive environment. Banquet Porters will be responsible for ensuring set ups are complete, organized and are in line with the established event needs.

Qualifications and skills requirements

1. Safe Food Handling certification required.
2. Smart Serve certificate preferred.
3. Excellent interpersonal and communication skills.
4. Proven knowledge of proper serving etiquette
5. Outstanding attention to detail –properly identifying guest’s needs, demeanor, and a high level of required attention to service.
6. Excellent organizational and time management skills as well as the ability to work efficiently under pressure.
7. Ability to work independently with minimal supervision.
8. Ability to work cooperatively within a team setting.
9. Ability to meet the physical requirements of the job (i.e., lifting up to 50lbs).
10. Must be able to work all shifts including weekends and holidays.
11. Able to work well in a fast-paced environment, under short time constraints and within established deadlines
12. Fluency in Anishinaabe language is considered an asset

Supervisor: Events Coordinator

Job duties/responsibilities

Major

1. Co-ordinate with the Chefs on food delivery, presentation(s) and pick up
2. Prepare coffee breaks, carts, and stations with appropriate food and beverages as stated in Banquet Event Order.
3. Quickly and efficiently retrieves all materials needed for setup of banquet facilities, including those events outside of normal auditorium space
4. Provides prompt, courteous service to guests while maintaining a friendly and pleasant atmosphere
5. Provides quality service to both internal and external guests, specifically maintaining established quality standards for timely banquet service
6. Prepare tables, action stations, buffets, service carts, dessert table/carts and cordial carts.
7. Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. Ensure courses are cleared and tables are properly crumbed. Respond to and try to fulfill any special banquet event arrangements.



8. Replenish buffet items to ensure consistency and freshness in presentation.
9. Maintains safe and sanitary conditions in all banquet service areas and for all banquet service equipment.
10. Monitor tableware to ensure it is presentable to guests.
11. Bus tables by removing and separating tableware, plate-ware, glassware, and flatware.
12. Clean function area(s) when function is complete and reset
13. Carry out work plan task(s)
14. Put item(s) back into stock in proper places
15. Knowledge of fire systems, security system, and smart boards.
16. Awareness of the sound system, lighting and microphones, projector and bleacher's function
17. Ensure the meeting room(s), washroom(s) and common area(s) are clean
18. Report Maintenance issue(s) with the work order sheet
19. Maintain a clean and safe work area.
20. Perform other reasonable job duties as requested by Supervisor(s).

Relationships

Internal

1. Interacts with and reports to Events Coordinator
2. Works directly with Chef and Culinary Assistant
3. Interacts with and works with SGEI Staff

External

1. Interacts with community partners
2. Interacts with guests and visitors of Manidoo Baawaatig Event Centre

Working conditions

- Primarily indoors in a climate-controlled environment
- Moderate physical activity for extended duration or periods of heavy activity for a moderate duration.
- May occasionally require heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds.
- Work environment involves frequent exposure to hazards or physical risks, which require following specific safety precautions including use of provided personal protective equipment and standard operating procedures.
- On occasion may be potentially exposed to behaviourally difficult or violent clients / students.
- Work may involve occasional exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- May be required to work on evenings, weekends, and holidays.

Conditions of Employment



- This position requires a satisfactory Criminal Reference Check