



1806 Shelter Valley Rd. Grafton ON KOK 2G0
905-349-3427 or 888-460-0829

EMPLOYMENT OPPORTUNITY ASSISTANT MANAGER

The Shelter Valley Pines Golf Club is looking for an energetic individual to fill the role of an assistant manager.

Requirements:

- Background in retail & food preparation preferred
- Ability to work in high stress environments
- Must be able to multi task
- Smart Serve Certified (not required at time of hire, but will be needed within 30 days of employment)

Primary Duties Include:

- Assisting the manager in organizing & planning of leagues/events
- Assisting and preparing food orders as they are ordered
- Helping customers by providing information and answering questions
- Answering phone calls, taking bookings and registering guests
- Maintain a safe and clean work environment
- Overseeing duties and tasks while the manager is away

Secondary Duties include:

- Serving beverages, both alcoholic and non alcoholic
- Maintaining a clean work environment

Other Information

- Wage: N/A
- Hours Per Week: 35 to 50 depending on events and functions
- Approximate Start Date: ~ April 20th, 2017

Potential Job Seekers may email resumes to Jason Vanderwel at shelteryvalleypines@gmail.com.