

DESTINATION:
**DREAM
JOB**



Tourism Job Fair Guidebook –

March 22nd 2017

Holiday Inn, 180 Portugal Cove Road

10:00am - 4:00pm



Best Western Plus St. John's Airport Hotel & Suites -



Best Western Plus St. John's Airport Hotel & Suites is a family owned business with the mission to deliver to all our guests, like nobody else, the best of everything in every way. This four storey property has 175 rooms, a breakfast dining area and a lounge, approximately 1400 square feet of meeting space, an indoor pool with a waterslide, a fitness room, a business centre, a market pantry, a guest laundry room and vending machine areas. With everything we offer, you won't have to worry about missing out on any of the comforts of home while away. It will be your home away from home.

Job Vacancies

Housekeeping Manager –

The Housekeeping Manager will be in charge of all the housekeeping, laundry, and breakfast departments. They will ensure orderly and attractive conditions in the hotel by promoting an atmosphere of cleanliness and superior customer care for our hotel guests. They will prepare work schedules for all staff based on projected occupancy, will maintain inventory of housekeeping and lined, and will maintain lost and found.

Qualifications:

- High school diploma or equivalent education preferred.
- Five year prior hotel housekeeping experience.
- Two years supervisory experience preferred.
- Excellent leadership skills and organizational skills.
- Must be able to supervise 50-60 employees.
- Outstanding customer service skills
- Able to work flexible schedule

Room Attendants –

Clean and prepare guest rooms and public areas by meeting established standards of cleanliness and property to assure guest satisfaction. To clean and wipe windows, doors, walls, closets, fixtures, shower wall, toilets, mirrors, sinks, hard floors, furniture, closets, shelves, etc. Vacuum rooms, public areas, and hallways. Applicants must be able to clean an average of 14 rooms per shift.

Qualifications:

- High school diploma or equivalent education is preferred.
- Experience in housekeeping is an asset.
- Ability to push and/or pull and/or lift equipment weighting up tp 100 lbs, to extend arms over head, bending, and stooping to perform clean tasks.
- Ability to communicate effectively with guests and to work a flexible schedule.

Breakfast Attendants –

Primary responsibility is setting up and maintaining breakfast buffet and breakfast dining area. Responsible for making guests feel welcome, comfortable and well attended to at all times. Responsible for clearing tables, cleaning of dining and buffet area, and maintaining storage and breakfast supply inventories.

Qualifications:

- High school diploma or equivalent education preferred.
- Food and safety certification is an asset.
- Previous hotel-related experience is an asset.
- Excellent customer services, communication, interpersonal and presentation skills.
- Must maintain a high level of professionalism and ability to work a flexible schedule.

Laundry Attendants –

Prepare, clean and deliver hotel linens in accordance with established standards to assure guest satisfaction. To sort, pre-treat, wash, dry, press, fold, and deliver hotel linens to departments as needed. Wash and fold an average of 12 loads per shift. Maintain linen cart and supplies in a neat and organized manner. To make sure that the laundry area is kept clean and is well maintained.

Qualifications:

- High school diploma or equivalent education is preferred.
- Experience in laundry will be considered an asset.
- Basic knowledge of general laundry cleaning principles.
- Ability to lift, stoop, push, or pull heavy loads, and stand for long periods of times.
- Have good customer service and ability to work a flexible schedule.

Guest Service Agents –

Represent the hotel to the guest throughout all stages of the guest's stay. Work with all hotel staff to ensure each guest has a superior customer care experience. Responsibilities include registering guests, assigning rooms, accommodating special requests, and ensuring the guests have a pleasant stay and smooth checkout. To provide efficient and courteous service to each guest and use selling techniques to sell rooms.

Qualifications:

- High school diploma or equivalent education is preferred.
- Previous hotel-related experience is an asset.
- Ability to communicate with public in a professional manner. Strong customer service orientation and skills.
- Ability to understand and adhere to proper credit policies and procedures and to work a flexible schedule.

Night Auditor –

Audits, balances, and reports on various areas of the hotel to provide accurate and timely financial information on the hotel operation performance for the day. Responsible for the front desk operations during the night. To provide efficient and courteous service to each guest. To process wake-up calls, guests' departures, calculate charges and receive payments, balance cash and complete balance sheets, cash reports and related forms.

Qualifications:

- High school diploma or equivalent education is preferred.
- Previous hotel-related experience is an asset.
- Accounting background preferred.
- Strong customer service orientation and skills.
- Ability to operate front desk equipment and computers.
- Must maintain a high level of professionalism and ability to work a flexible schedule.

Lounge Attendant –

Prepare and serve drinks and foods. Collect payments for orders. Know the standard drink recipes and ability to mix them quickly and accurately by following customers' preferences. Arrange bottles and barware, wash glasses, and clean the bar. Check the identification of customers to ensure they are the minimum drinking age. Monitor and maintain an inventory of supplies.

Qualifications:

- High school diploma or equivalent education is preferred.
- Food and safety certification is an asset.
- Previous hotel-related experience is an asset.
- Knowledge of drink recipes.
- Strong customer service orientation and skills.
- Ability to handle large crowds and to work a flexible schedule.

Banquet & Catering Server –

Primary responsibility is to set up meetings and events by following the special requests, serving the guests and ensure a smooth running of the meetings and events. Also responsible for cleanup after meetings and events. To welcome and greet guests in a cordial manner as they arrive. To anticipate the needs of the guests and respond politely to their requests.

Qualifications:

- High school diploma or equivalent education is preferred.
- Has knowledge in food and safety legislation.
- Previous hotel-related experience is an asset, preferably as a server.
- Excellent customer service skills.
- Ability to handle large crowds.
- Ability to push, pull, lift and to work a flexible schedule.

Maintenance –

Responsible for completing preventive maintenance on all hotel equipment aimed at maintaining a zero defect environment for guests, in accordance with the property policies and procedures, while ensuring that municipal and provincial codes are adhered to. Inspect, maintain, and repair all mechanical, electrical, and other equipments used by guests or affecting the quality of their experiences while visiting the property.

Qualifications:

- Graduate of a recognized trade school preferred or equivalent combination of education and experience.
- Minimum of three years of commercial building experience, preferably in the hotel industry.
- Ability to lift, to push and/or pull, bend, stoop, reach upward, to tolerate extreme temperature and cleaning chemicals.
- Ability to work a flexible schedule.

Fairfield Inn & Suites by Marriott St. John's -

Ideally located between St. John's International Airport and downtown Mount Pearl and Paradise, close to business parks, university, and the provinces largest shopping mall, our hotel provides guests with what they need so travel is easy and productive. We support a respectful workplace environment, enforce workplace safety, and foster a team environment.



Job Vacancies

Room Attendants –

Thoroughly clean all areas of guest rooms. Change bed linens, replace towels, face cloths, and complimentary toiletries. Safely handle cleaning solutions. Inspect each room for damage.

Qualifications:

- Must be able to lift up to 25lbs.
- Must be a team player while also working independently.
- Proven customer service skills.

Food & Beverage Attendants –

Prepare food for breakfast buffet, replenishing breakfast items. Provide a warm, and comfortable environment for our dining guests. Follow all Marriott food & beverage standards. Assist with banquet events.

Qualifications:

- 1-2 years serving experience in a busy environment.
- Proven customer service skills.
- Must be able to lift up to 50lbs.

Guest Service Agent –

Process guest check-in and departure in accordance with hotel policy. Ensure correct guest information and valid payment is received. Attend to guest concerns, inquiries, and requests in a professional and timely manner. Create a positive hotel image with every guest interaction.

Qualifications:

- Possess outstanding communication skills.
- 1-2 years experience in a customer service environment.
- Ability to work a flexible schedule.

Holiday Inn St. John's & East Side Mario's -



At Fortis Properties we believe in getting it right. We focus on being flexible and ready to meet our customers' ever-changing needs.

Job Vacancies

Kitchen Attendant –

Working in all areas of: sauté, pizza, salad, food preparation, cleaning, and grill. Fast paced work area.

Qualifications:

- Previous commercial cooking experience an asset.

Server –

Taking guest orders, serving food, clearing tables, restock and set tables, and cleaning side duties. Processing check payments and cashiering.

Qualifications:

- Must be 19 years of age.

Host –

Meet/greet guests, seating, menu presentation, clearing tables, and restocking supplies

Room Attendant –

Cleaning 16 rooms per shift, restocking supplies, and heavy lifting required.

Fogo Island Inn -

Fogo Island Inn is a world renowned inn located off the East Coast of Newfoundland. We offer a guest experience that embodies Newfoundland hospitality, culture and history. A contemporary building overlooking the Atlantic Ocean with sweeping views that guests can spend all day sitting in front of. Our world class dining room uses locally sourced products throughout the year.

fogo island inn

Réseau de développement économique et d'employabilité de Terre-Neuve-et-Labrador (RDÉE TNL inc.)

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The Francophone Economic Development Network (RDÉE TNL), a non-profit organization, is the only Francophone community economic development organization in Newfoundland and Labrador.



RDÉE TNL has offices in the three regions of the province where Francophone communities are mainly concentrated: Avalon Peninsula (head office in St. John's), Port au Port Peninsula on Newfoundland's west coast (office in Port-au-Port), and Labrador West (office in Labrador City).

RDÉE TNL shares its economic development expertise with communities to strengthen the role of Francophones in the province's economy.



Le Réseau de développement économique et d'employabilité de Terre-Neuve-et-Labrador inc. (RDÉE TNL) recherche :

UN(E) RESPONSABLE PROVINCIAL DU DÉVELOPPEMENT TOURISTIQUE FRANCOPHONE

FONCTIONS PRINCIPALES ET RESPONSABILITÉS :

- Promouvoir Terre-Neuve-et-Labrador comme destination touristique sur les marchés francophones
- Soutenir les entreprises touristiques de Terre-Neuve-et-Labrador offrant des services en français
- Orienter les entreprises touristiques anglophones voulant offrir des services en français
- Enrichir la trousse de voyage en français
- Collaborer avec les partenaires de l'industrie touristique (privés, municipaux, provinciaux)
- Collaborer avec les projets de RDÉE Canada
- Réseauter avec les associations touristiques (Hospitality Newfoundland and Labrador) et les Destination Management Organization (DMO)
- Collaborer avec des journalistes de l'industrie touristique pour faire paraître des articles dans la presse
- Animer les médias sociaux : Facebook, Twitter, Instagram etc.
- Développer des campagnes marketing des médias sociaux.
- Mettre à jour le site : www.tourismeTNL.ca
- Participer aux tables de travail Tourisme du réseau national RDÉE Canada
- Collaborer à la création et à la mise en application de la planification stratégique

COMPÉTENCES REQUISES ET CONNAISSANCES ESSENTIELLES :

- Baccalauréat ou équivalence en Administration des affaires/Gestion du tourisme
- Excellente maîtrise du français et de l'anglais (oral et écrit)
- Expérience dans l'industrie touristique canadienne
- Expérience en développement de projets touristiques
- Expérience en développement de produits touristiques
- Expérience en supervision de contractuels (ex : graphiste, etc.)
- Expérience en développement de partenariats
- Excellente capacité à gérer plusieurs projets à la fois
- Bonne connaissance des tendances de consommation de l'industrie du tourisme
- Bonne compréhension des réseaux de médias sociaux.
- Connaissance de la gestion axée sur les résultats
- Connaissance de Google Analytics (un atout)
- Connaissance des communautés francophones en situation minoritaire (un atout)
- Créativité, initiative et dynamisme
- Travail en équipe

CONDITIONS DE TRAVAIL :

- Le lieu de travail : St-Jean de Terre-Neuve (St. John's)
- La langue de travail est le français mais l'anglais est indispensable
- Être disposé(e) à se déplacer selon les exigences du poste (régional, provincial, et national)
- La personne embauchée doit avoir le droit légal de travailler au Canada
- Posséder un permis de conduire valide
- Posséder une voiture serait une nécessité

Ce poste est conditionnel à l'obtention d'un financement.

DATE D'ENTRÉE EN FONCTION : lundi 1er mai 2017

Les personnes intéressées doivent faire parvenir leur curriculum vitae ainsi qu'une lettre de motivation en français à l'adresse : emploi@rdeetnl.ca.

Toute candidature devra être envoyée au plus tard le vendredi 14 avril 2017, 16h00 HAT (heure avancée de Terre-Neuve).

Glendenning Golf -



Glendenning Golf is located just 10 minutes from historic downtown St.

John's, Newfoundland and close to major hotels and shopping centers. Since 2000, the golf course and facilities have been consistently recognized for outstanding service and product quality.

A fully serviced semi-private facility, Glendenning Golf features 18 holes of outstanding golf, a Pub style restaurant, full service Professional Shop, Golf Academy and a grass tee deck Driving Range. Our 9,000 square foot clubhouse is one of St. John's most in demand facilities for weddings and corporate events.

Job Vacancies –

Pro Shop Attendant

Position Available: May – November

Under the direction of the Golf Operations Manager, the duties of the Pro Shop Attendant include but not limited to, collecting retail and fee sales; greeting customers (members, daily green fee players and tournament players); ensuring the Pro Shop and rental equipment are clean and in working order on a daily basis; using the computer reservation system, making tee time reservations for members, non-members and tournaments; working closely with the starters and marshals to ensure smooth operation and traffic flow on the course.

Having a working knowledge of golf is definitely an asset but not necessary. If you have the right attitude, we will train for skills, knowledge and ability.

Club Storage / Driving Range -

Position Available: May – November

Under the Direction of the Golf Operations Manager, the duties of the Back Shop / Driving Range Attendant includes setting out members clubs and carts ahead of tee times; retrieving, cleaning and storage of members clubs after their golf round; providing driving range services such as collecting range balls and refilling range ball bins; cleaning and storage of power carts; assisting in set up of tournaments and banquets; providing other related duties that support the operations.

Having a working knowledge of golf is definitely an asset but not necessary. If you have the right attitude, we will train for skills, knowledge and ability.

Canteen Attendant

Location: Glendenning Golf Club, St. John's

Position Available: May – October

Job Description: Under the direction of the Golf Operations Manager, the duties of the Canteen Attendant include but not limited to, providing golfers with fast, friendly, efficient service of food and beverage items; maintain required daily inventory; prepare cooked foods from BBQ following established food safety guidelines; demonstrate fiscal responsibility through loss prevention controls; cleans and sanitizes work area during the day and at end of shift; enter all sales into point of sales system; balance daily cash and prepare daily deposit.

Having a working knowledge of golf is definitely an asset but not necessary. If you have the right attitude, we will train for skills, knowledge and ability.

Bartender

Provide timely, friendly and efficient service of beverages and food items to guests of the Glendenning Pub, outdoor patio and banquet hall. Greet guests, take orders, and listen and respond to questions. Mix and serve alcoholic and non-alcoholic beverages as ordered by guests or service staff. Presents liquor, wine and beer according to proper etiquette. Food service required, must be knowledgeable about menu. Responsible for cash float. Must balance end of shift cash and daily deposits. Responsible for any shortages. Requisition liquor and supplies. Must maintain and be accountable for inventory. Responsible for proper set up and tear down of bar including displaying bottles, stocking coolers, preparing garnishes, and keeping work area clean and orderly at all times. Cleaning duties as specified by management. Keep track of waste and spills through point of sale system to help keep operation in sound financial standing. Verify that all beverage and food orders are entered into the point of sale system.

Ocean Quest Adventures –

Ocean Quest Adventure Resort is Newfoundland and Labrador's only full service dive and adventure business. We pride ourselves on dedication to three bottom lines: social, environmental, and financial. We contribute to our local communities through employment, patronage, and the celebration of our unique culture and history. We are also intensely interested in protecting our environment. Without our unique natural resources, Ocean Quest could not survive. We are constantly revising the delivery of unique tourism product to educate, to remain non-invasive, and to correct wrongs that have already been inflicted on our beautiful province.



Job Vacancies -

Tour Photographer

Employee would be responsible for taking photos and videos on our tour and passing along to social media team and also developing videos for something to post on YouTube.

Qualifications:

- None needed.
- Some experience with photo and video editing is a definite asset.

Adventure Guide

Guide our close encounters and kayaking tours.

Qualifications:

- MED A2 and/or kayak level 1 required.
- Dive Master Certifications an asset.

Boat Operator

Operate our RHIB vessel for our close encounter tours.

Qualifications:

- SVOP, MED A2 required.
- Scuba certifications an asset.

Bus Driver

Bring our guests to and from our tour locations and their accommodations around St. John's and CBS.

Qualifications:

- Drivers license Class 4

Marine Atlantic –

Headquartered in St. John's, NL, Marine Atlantic is a federal Crown Corporation tasked with fulfilling the



**Marine Atlantic
Marine Atlantique**

Canada

constitutional mandate of offering freight and passenger service between North Sydney, NS, and Port aux Basques, NL. Marine Atlantic provides ferry services on two routes: a year-round 96 nautical mile daily ferry service between Port aux Basques and North Sydney and a seasonal 280 nautical mile ferry service between Argentia, NL and North Sydney. To fulfill its mandate, Marine Atlantic operates a fleet of four ice-class ferries: the MV Blue Puttees, MV Highlanders, MV Atlantic Vision, and MV Leif Ericson.

Job Vacancies -

Information Management Advisor

Marine Atlantic is looking for Information Management Advisor to join our team. This role is part of the Information Management (IM) Department within the IT/IM Division. The work location for this position is either North Sydney, NS or Port aux Basques, NL.

The IT/IM Division is charged with all Information Technology and Information Management functions for Marine Atlantic. The IM Department is critical to ensuring that corporate information is appropriately managed and protected, as well as ensuring Marine Atlantic's management team has the information it needs to run the organization effectively and efficiently.

Education:

- Bachelor's Degree from a recognized University or College in Business Administration, Social Sciences, or Information Management AND At least two years of experience in information management, records management and/or Library services
OR
- A combination of equivalent education, job-related training, and work experience in a related position.

Qualifications:

- Knowledge of IM frameworks, processes, applications, and systems
- Well-developed analytical skills, written and oral communication skills, interpersonal skills, and leadership skills; all developed in a client service centric environment

Financial Analyst – Payroll -3 Year Term

Marine Atlantic is looking for a Financial Analyst – Payroll to join our Payroll Department team for a three year term position. The work location for this position is Port aux Basques, NL.

The primary mission of the Payroll department is to ensure that all employees receive the appropriate wages in a timely fashion. Marine Atlantic Inc.'s Payroll Department processes six distinct payrolls for over 1300 employees spread over six bargaining units and non-union groups for vessel and shore based workplaces.

Education:

- Business Administration Degree or College Diploma with a Concentration in Accounting
AND
- At least 3 to 5 years of work experience in a related position
OR
- A combination of equivalent education, job-related training, and work experience in a related position.

Qualifications:

- Must have strong knowledge of payroll and accounting principles, as well as government legislation and employment standards
- Ability to use specialized systems and applications
- Ability to analyze and resolve complex issues or problems
- High level of proficiency in Microsoft Excel
- Proficiency in Microsoft Office products: Word, Outlook, and Power Point

Stan Cook Sea Kayaking Adventures –

Since 1970 Stan Cook Sea Kayak Adventures has been providing fun, safe, and exciting experiences in Cape Broyle, Newfoundland and Labrador. Our company specializes in sea kayaking and coastal hikes. Our guides pride themselves in exceeding expectations. On each adventure, co-workers explain unique ecology of adventure areas, provide hands on education of the special cultural environment with the wit and humour that Newfoundland is renowned.



Job Vacancies –

Sea Kayaking/Hiking: Guides & Interpreters:

Ideal candidates possess the following characteristics & qualifications:

- Highly energetic and upbeat (“A Natural Smiler!”);
- Creative;
- Highly developed interpretation skills;
- Excellent oral skills;
- Committed to customer service;
- Be able to take direction;
- Enjoy plenty of physical activity;
- Knowledge, skills and/or experience in outdoor work environment;
- Familiarity with the tourism / eco-adventure industry is an asset.

Successful candidates are given training to help polish their interpersonal, communication skills, as well as training in coastal kayaking. It’s important that those interested in working with us are team-players.

Salary: To be determined, based on qualifications, with minimum \$14 per hour.

Murray Premises Hotel –

Murray Premises Hotel is a 69 room boutique hotel located in a National Historic Site. In the heart of downtown St. John's, we provide both guests and staff a wonderful atmosphere.



Job Vacancies –

Front Desk Agent

Responsible for checking in and out, assisting guests with reservations for dinner, tours, etc. Answering phone calls and making room bookings.

Qualifications:

- Must be friendly, helpful, and courteous to guests.
- Must be responsible and trustworthy.
- Hotel experience is an asset.

Housekeeping

Responsible for cleaning all areas of guest rooms. Change bed linens, vacuum carpeting, and dust all furniture.

Qualifications:

- Must be able to work independently.
- Must be reliable and on time.
- Cleaning or hotel experience an asset.

PAL Airlines -



Our roots in the aviation industry were planted over 40 years ago in St. John's, Newfoundland and Labrador. What started as a renowned Atlantic Canadian flight school has grown into one of the largest independent airlines operating in Eastern Canada. Our core services include scheduled flights, air charter and air cargo services. Over the years PAL Airlines has earned a solid reputation for safety and service and has received globally recognized awards for reliability. It's the promise of safety, service and reliability to you that makes us who we are and ensures that flying with PAL Airlines is a travel experience you won't soon forget. Our employees consistently go above and beyond to ensure flying with us is something you'll want to do again and again.

Job Vacancies –

Customer Service Rep

Assisting customers through all phases of their booking, light check-in and aircraft boarding and de-planing processes.

Qualifications:

Minimum of two years customer service experience in a fast paced environment.

Corporate Receptionist

Greet visitors, answer and screen phone calls, administer mail, coordinate meetings, maintain security procedures.

Qualifications:

- Office administration background
- Strong communication skills
- Experience with Microsoft Office

Vehicle Maintenance Mechanic

Repairing and maintaining all makes of heavy equipment.

Qualifications:

Experience and/or certification in vehicle maintenance.

Flight Attendant

Ensuring the in flight safety and service of all passengers.

Qualifications:

- The ability to speak in both English and French
- Minimum of two years customer service experience.

HomePort Apartment Hotel –

Apartment-style hotel which is located just minutes from the airport and historic downtown close to Major travel routes

shopping centers popular tourist attractions government services and hospitals. Our fully furnished Suites offered the same amenities as a typical hotel room but so much more spacious living room fully equipped kitchen dining area and separate guest rooms. We offer unparalleled comfort and value for guests looking for more space than just a hotel room.



Job Vacancies –

Housekeeping Supervisor

Working supervisor who oversees room attendants to ensure a clean orderly and attractive hotel rooms for our guests. Assign duties, inspect work, investigate complaints regarding housekeeping service. Work in conjunction with the executive housekeeper to roll out brand operating standards and initiatives. Train new room attendants.

Qualifications:

- Supervisory experience.
- Ability to train new employees.
- Strong organizational supervisory and communication skills.
- Must be able to perform assigned duties with attention to detail speed and accuracy.

Room Attendant

Performs routine duties in cleaning and servicing guest rooms under the supervision of the executive housekeeper and supervisors. Room attendants promote a positive image of the property to our guests and must be hardworking, pleasant, honest, friendly and should also be able to address guest requests and concerns.

Qualifications:

- Ability to multitask and be very detail oriented.
- Physically fit who can work independently.
- Professional and positive attitude.

Guest Service Agent

Guest service agents are responsible for professionally greeting and registering arriving guests while providing outstanding customer service during their entire stay. These agents are thoughtful and proactive with the goal of providing a memorable experience for all our guests until their departure.

Qualifications:

- Exceptional customer service and interpersonal skills.
- Professional attitude and appearance.
- Excellent verbal and written communication skills.
- Ability to multitask and effectively problem-solve.
- Flexible schedule including days nights weekends and holidays.

**Ocean Delight Cottages &
Doctor's House Inn –**

The Doctor's House

— *Inn & Spa* —

Choose from one of two locations

★★★★★

– in a secluded coastal Newfoundland cove or right on the ocean's edge in the quintessential Newfoundland fishing outpost. Ocean Delight Cottages offers both at locations in Whiteway and Heart's Delight. Both locations boast gorgeous ocean views just 1-1/2 hours from St. John's.

Both locations feature fully equipped cottages (1 or 2 bedroom) equipped with full kitchen, bath, private deck with BBQ, fire-pit, cable TV and complimentary WiFi. Onsite laundry facilities and media centre. Minutes from great hiking, golfing and sister property The Doctor's House Inn and Spa in Green's Harbour. Most cottages pet friendly.

Job Vacancies -

Food and Beverage Server

The Doctor's House Inn and Spa is seeking experienced food and beverage servers for our 2017 season (April – December).

Food and Beverage Servers provide courteous and attentive food and beverage service to ensure guests' satisfaction. This position is fast-paced and includes the following shifts:

- Breakfast and dinner (dining room)
- Events and wedding banquets (lower and upper loft)
- Lunch (outdoor bistro and dining room)

Food & Beverage servers report to the Food and Beverage Supervisor or Team Lead Responsibilities include assisting with table setting and clearing. Greeting and seating guests. Taking and relaying food and beverage orders. Serve food and beverages to guests. Ensure guest satisfaction. Handle complaints and concerns of customers. Provide food and beverage product knowledge. Use proper serving techniques. Practice responsible alcohol service. Ensure service areas are kept clean, including

end of shift clean-up, disposal of all garbage and recyclables. Accurately enter dining chits on Res Nexus. Cash out and reconcile cash with total sales.

Qualifications:

- Candidates must be friendly, energetic and willing to work hard to provide exceptional service to our guests.
- Excellent communication and customer service skills are required, as is a professional appearance and attitude.
- Fine dining experience and knowledge of wines is a definite asset. Excellent compensation potential while working with a great team in beautiful surroundings.
- Potential for full or part-time hours, but WILL involve weekends.

Night Auditor

The Doctor's House is seeking the services of a night auditor for our 2017 season (April-December).

The night auditor will assist with end of day accounting functions as well as handling afterhours guest requests and operations functions. The individual should have a general knowledge of front desk procedures (checking guests in and out), accounting principles as well as to be able to work autonomously.

Qualifications:

Candidates must be ambitious, hardworking and professional. Communication is a key aspect of this position. The candidate must also possess a high school diploma, background or experience with bookkeeping/accounting and customer service. Candidates should also be willing to learn technologies specific to The Doctor's House.

Compensation will be based on experience. Part time leading to full time, possible overtime. This position will require working weekends and holidays.

Spa Assistant

The Doctor's House Inn and Spa is seeking the services of a Spa Assistant for our 2017 season (April-December).

The position of Spa Assistant is a support role and involves providing exceptional customer service to all spa guests as well as having a basic knowledge of spa operations and offerings. The Spa Assistant will report to the Spa Coordinator and will execute a high level of professionalism. The candidate should be a team player.

Qualifications:

Candidates must be ambitious, enthusiastic and friendly. Communication and knowledge of customer service are key aspects of this position. Previous work or training in a salon/spa atmosphere is a definite asset.

Compensation will be based on experience. Part time leading to full time, possible overtime. This position will require working weekends and holidays.

Assistant Grounds and Maintenance (Student Position)

The Doctor's House Inn and Spa is seeking the services of an Assistant Grounds and Maintenance person for our 2017 season (July - August).

The position of Assistant Grounds and Maintenance reports to the Grounds and Maintenance Lead. This position will perform physical general labour tasks associated with the maintenance of all buildings and grounds on the property. The candidate should have the ability to work autonomously.

Qualifications:

Candidates must be a returning student. This position involves physical labour. Candidates must be able to work as part of a team or autonomously. Previous maintenance and grounds work experience would be an asset.

This position is dependent on Government Funding; compensation and hours will be in line with resource allocations. This position will require working weekends and holidays.

Housekeeping Assistant (Student Position)

The Doctor's House Inn and Spa is seeking the services of a Housekeeping Assistant for our 2017 season (July - August).

The position of Housekeeping Assistant reports to the Housekeeping Supervisor. This position will work as part of a team to prepare rooms and common areas for check-in, ensuring all QA/AC Guidelines are followed consistently.

Qualifications:

Candidates must be a returning student. This position involves physical labour. Candidates must be able to work as part of a team or autonomously. Previous housekeeping work experience will be considered an asset.

This position is dependent on Government Funding; compensation and hours will be in line with resource allocations. This position will require working weekends and holidays.

Bartender

The Doctor's House Inn and Spa is seeking experienced bartenders for our 2017 season (April – December).

Bartenders provide courteous and responsible service to ensure guests' satisfaction. This position is fast-paced and may include the following shifts:

- Dinner (dining room)
- Events and wedding banquets (lower and upper loft)
- Lunch (outdoor bistro and dining room)

Bartenders report to the Food and Beverage Supervisor or Team Lead



Qualifications:

Candidates must be friendly, energetic and willing to work hard to provide exceptional service to our guests.

Excellent communication and customer service skills are required, as is a professional appearance and attitude. Training or experience with bartending is a definite asset. Fine dining experience and knowledge of wines is a definite asset.

Excellent compensation potential while working with a great team in beautiful surroundings

Potential for full or part-time hours, but WILL involve weekends.

The Leaside Group –

The Leaside Group represents superior boutique style bed & breakfasts. Compton House & Leaside Manor stylish executive apartments, spacious conference facilities as well as unique 5 star spa treatments. All in the downtown of St. John's.



Job Vacancies -

Front Desk Services

If you are an energetic organized enthusiastic individual with great customer service abilities computer skills you are what we're looking for. Duties include checking guests in and out answering telephone and email inquiries processing reservations payment overseas special events guest requests other duties as required.

Qualifications:

- Must be able to work weekends and evenings.
- Some post-secondary education or equivalent experience.

- Knowledge of Word and Excel and email is a must.
- Team player and positive attitude needed.

Cook / Housekeeper

Cooking breakfast and lunches for the guests at our hotels and meetings. Clean suites and rooms as needed. Keep general public areas and washrooms clean and tidy. Set up suites and rooms with packages for guests as needed on their arrival. Clean apartments as required.

Qualifications:

- Eye for cleanliness.
- Enjoys cooking.
- Knowledge of high standards for hotel rooms and presentation.
- Team player with a positive attitude and energetic.

Breakfast Host

Serve breakfast to our guests and clients in a warm and friendly atmosphere. Entertain them and charm them with our colorful Newfoundland culture and heritage. Help the cook with prep and clean up as needed. Reset dining table as required.

Qualifications

- Available early mornings and weekends.
- Someone who enjoys entertaining and hosting loves to boast of our great culture and heritage.
- Serve breakfast to our clients and guests and a warm and friendly atmosphere.

Night Auditor

Process guests arrival and departures. Data entry and ensure the days financial numbers are balanced and discrepancies are corrected. Ensure accuracy of reports. Demonstrate excellent guest services and actively seek feedback and follow-up on guests comments.

Qualifications

- Must be a customer service oriented and organized individual.
- A team player who was able to work overnight shifts.
- Accounting and front desk experience is an asset.
- Able to work weekend holidays and positive attitude is a must.