



Position: **Food & Beverage Manager**
Full-time
On Location, 383 Keltic In Road, Ingonish NS

Who We Are: Keltic Lodge is a historic resort located in the heart of Cape Breton Highlands National Park overlooking the Atlantic Ocean. Just 2 hours from Sydney, NS, and a 5-hour drive from Halifax, the resort has been welcoming guests to Cape Breton, Nova Scotia since July 1940.

What we offer:

- Competitive wages and bonuses
- Paid vacation
- Eligibility to participate in extended health benefits plan
- Food & beverage meal signing account
- Company issued cell phone, laptop and on-site office
- Subsidized staff accommodations
- Discounted green fees at Cape Breton Highlands Links
- Discounts on branded merchandise and select local attractions
- Training and development to support personal & professional growth
- Career advancement opportunities within the company
- A fun place to work with an amazing team & company culture!

Who You Are: The Food and Beverage Manager is an integral part of our operation and is responsible for oversight of the food & beverage operations at the resort. Keltic Lodge boasts 2 restaurants, 2 bars and our events and conference space, all with breathtaking views. The F&B Manager will be ultimately responsible for delivering on the promise of an incredible guest experience that creates memories and “wow’s” our guests!

The ideal candidate will thrive in a fast paced, guest service focused environment and be invested in training our dedicated food & beverage team members to embrace the Keltic Lodge vision and values. The successful F&B Manager will be detail-oriented, organized, creative and resourceful.

Essential Duties:

- Oversight of Food and Beverage Operations at the resort including; events, banquets & outlets
- Acting as Manager on Duty and dealing with day-to-day dynamics and functions as required
- Creating and enforcing departmental and company policy and procedure
- Creating and managing F&B training programs
- Responsibility for creating and/or oversight of all F&B weekly and event shift schedules
- Be aware of upcoming groups and major conventions through the year
- Collaborating with the Conference Services Manager, Executive Chef, Banquet Manager and Outlets Supervisors to ensure optimal service standards and quality

- Collaborating with HR to manage F&B recruitment and retention, as well as team performance, coaching and conflict
- Responsible for care and upkeep of Food and Beverage space and equipment, including; regular repair lists, special cleaning projects, and equipment replacement.
- Ensuring optimal F&B team engagement and fulfillment
- Lead in controlling food and labour cost and budget.
- Set and achieve financial milestones as established in conjunction with the General Manager.
- Oversee departmental matters as they relate to local and hotel employment standards.
- Responsible for group and individual guest satisfaction
- Perform other related duties as required

Qualifications and Skills:

- Minimum 8 years resort food & beverage experience in a variety of roles within a high-volume establishment.
- A bachelor's degree in hotel management or food & beverage administration or similar fields of study
- Must be willing to work all evening, weekend and late nights' shifts.
- Must possess outstanding, pro-active guest service skills, pride for the resort, a professional presentation and excellent communication and interpersonal skills.
- Work well under pressure and as part of a professional team.
- Accuracy and speed in executing assigned tasks
- Must have working knowledge of Microsoft Office programs as well as good user of food & beverage PoS systems
- Must be able to stand and exert well-paced mobility for up to 12 hours in length and be able to lift up to 50 lbs. on a regular and continuing basis.

Keltic Lodge at the Highlands is owned and operated by GolfNorth Properties Inc., located at 400 Golf Course Road, Conestoga, Ontario.

For more information about our company and golf courses, visit golfnorth.ca. Keltic Lodge at the Highlands is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We encourage all qualified individuals to apply, including individuals from under-represented groups: Indigenous persons, vulnerable youth, newcomers, and persons with disabilities.

Apply: Please send your cover letter and resume to support@hrocore.com. Please include “F&B Manager” in the subject line.