

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting **Full Time** opportunity in the **Sports Village – Hot Shots Bar & Grill** for an experienced and motivated individual.

Assistant Manager, Food & Beverage
FILE# J0824-0860

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

The City is an equal-opportunity employer and a forward-looking municipality that is committed to fostering a dynamic workplace that is diverse, inclusive and welcoming. As an award-winning organization for its employment and diversity and inclusivity practices, the City is focused on providing its employees with a thriving professional environment that leverages a family-focused benefits package emphasizing work-life balance, learning and growth opportunities, and a place where collaboration and teamwork are valued.

Position Overview:

The Assistant Manager, Food and Beverage at the Sports Village - Hot Shots Bar & Grill's assists the Manager in all aspects of food and beverage operations. Assists in overseeing staff and operations of the concessions and restaurant by making sure it's clean, functioning efficiently and inviting for customers to enjoy themselves. Main duties include assisting the Manager in scheduling employees and building their shift calendars, managing, and resolving customer complaints and ensuring the food and beverage inventory is well stocked.

The Assistant Manager will assist in ensuring that the restaurant and concessions are always running smoothly by overseeing the day-to-day operations. With the responsibility to help maintain a safe and fun environment for customers, maintain liquor licensing requirements and ensure that staff are following local requirements and proper alcohol distribution regulations. The Assistant Manager is in charge of hiring and training restaurant employees and building schedules to ensure there are enough people working at the bar during its peak hours.

Qualifications and experience:

- Successfully completed and obtained High School Diploma.
- Minimum of two (2) years related experience in the bar or food industry.
- Currently hold and maintain a valid Smart Serve Certification and Food Handler Certificate.
- Strong written and verbal communication skills.
- Developed problem-solving skills to effectively handle conflict in a way that works for both the customer and the staff.
- Leadership skills to effectively lead the restaurant/bar staff in a way that is productive and organized.
- Strong organizational skills to oversee many different aspects of the business including hiring, promoting, training, scheduling, and managing.
- Knowledge of, and demonstrated ability in, the City's core competencies and relevant functional competencies.
- Ability to work flexible hours (evenings and weekends).
- It is the role of the Assistant Manager to diffuse conflict within the bar. Ability to maintain a positive attitude under pressure. Patience with guests is required, particularly during busy rushes.
- Successful candidate will be required to submit a current, clear Vulnerable Sector Check from an accredited police service prior to employment.

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including family-focused benefits.

If you are an energetic person who is interested in bringing your knowledge and passion, **please visit the City of Vaughan's website and apply [online](#) by September 12, 2024.**

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised, the City of Vaughan uses email to communicate with applicants for open job competitions.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.