



THE CORPORATION OF THE TOWN OF NEW TECUMSETH

## **Hospitality and Events Services Lead**

**2017-42**

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The Parks, Recreation and Culture Department is seeking an organized person with a positive attitude and excellent people skills to fill the position of Hospitality and Events Services Lead. Reporting to the Hospitality and Events Supervisor, this position will be responsible for providing operational support in the development and execution of the food services in the concessions, leading event venue activities, and leading Town run community events. This includes arranging bookings, leading hospitality and events staff team, procurement of services and inventory, and providing the highest level of customer service while promoting a positive impression of the Town of New Tecumseth.

### **QUALIFICATIONS:**

- Requires a high school diploma.
- A diploma in Food and Beverage Management, Hotel Management or Event Management would be an asset.
- Smart Serve alcohol service training is required.
- Two to four years' experience in a similar lead role position.
- Proficiency in Microsoft Office products, particularly Outlook, Word, and Excel with the ability to set up and maintain spreadsheets.
- Experience working with food and beverage based software.
- Excellent communication, judgement, and problem-solving skills.
- Strong organizational skills with an ability to multi task.
- Excellent interpersonal skills with an ability to deal directly with the public and user groups.

**SALARY RANGE:** \$37,777.74 - \$47,158.02 based on experience and education.

**Please submit your cover letter and resume in Word or PDF format to:**

[careers@newtecumseth.ca](mailto:careers@newtecumseth.ca)

**no later than 4:30 pm on July 7, 2017.**

**Please quote competition #2017-42 in the subject line of your email.**

We thank all who apply, however; only those selected for an interview will be contacted.

**Information collected will be used solely for candidate selection, in accordance with the  
Municipal Freedom of Information & Protection of Privacy Act**

**The Town of New Tecumseth is an equal opportunity employer that is  
committed to inclusive, barrier-free recruitment and selection processes.**

**If contacted for an employment opportunity, please advise  
Human Resources if you require accommodation.**

For more information and a complete list of current employment opportunities, please visit our website at  
<http://newtecumseth.ca/town-hall/employment-volunteering/>