

## Job Posting

**Position Title:** Supervisor, Food and Beverage  
**Department:** Food and Beverage Operations  
**Status:** Full-time, salary  
**Reports to:** Senior Manager, Food and Beverage  
**Location:** Langley Events Centre

### Organization Overview:

Ten Feet Sports and Entertainment Ltd. (TFSE) manages and operates Langley Events Centre (LEC), a prominent home of participation and spectator opportunities in sports, entertainment, and events in B.C. We are dedicated to recruiting, hiring, and developing individuals with the skills, experience, and passion to contribute to the continued success and growth of our organization in one of the most unique and exciting employment environments available.

### LEC Overview:

Located within the Township of Langley's developing Arts, Sports, and Entertainment District, LEC features an arena bowl (5,276 seats for hockey), banquet hall, triple gymnasium (2,000 seats), double gymnasium (1,000 seats), fieldhouse, meeting rooms, dedicated gymnastics facility, retail, sport medicine, and sport organization offices, all next to the adjoining Willoughby Community Park. This unique multi-purpose and simultaneous event facility proudly hosts International, National, Provincial, Regional, and local community championships and events. Inspired by World Class facilities throughout North America, the LEC strives to provide a first-class experience for amateur and professional participants and spectators alike.

### Position Overview:

Reporting to the Senior Manager, Food and Beverage, the Supervisor, Food and Beverage will oversee and provide leadership to staff during events and banquets and provide excellent customer service to our guests.

### Primary Duties and Responsibilities:

- Schedule, coordinate and supervise staff to ensure department goals are being met
- Maintain a high level of guest satisfaction through role modeling and training
- Process department timesheets and code hours
- Respond to inquiries for food and beverage services for upcoming events and bookings
- Create Banquet Event Orders
- Ensure standards for cleanliness, food safety and food preparation are followed
- Communicate all equipment issues that need attention or repair
- Assist in ongoing recruitment, orientation, training, and development of staff
- Monitor inventory levels and complete weekly ordering
- Accurately use the inventory control system
- Other duties as assigned

### Skills and Abilities:

- Excellent leadership skills
- Excellent customer service skills and a personable approach
- Strong attention to detail
- Strong written and verbal communication skills
- Team oriented
- Ability to trouble shoot in a fast-paced environment and within tight deadlines



SPORTS AND  
ENTERTAINMENT

- Proficiency in Microsoft Office Suite
- Experience in food service, restaurant operations or banquets
- Experience with inventory control systems an asset
- Willingness and ability to work a flexible work schedule based upon facility and event schedules

**Qualifications:**

- Completion of post-secondary education in a discipline such as event management, business administration, or other related discipline
- Minimum three years of food and beverage experience in a similar facility or environment
- Willingness to complete a Police Information Check
- Valid First Aid Level 1, CPR, and AED Certification, or equivalent will be required to be maintained during employment
- Valid Food Safe Level 1 will be required to be maintained during employment
- Valid Serving It Right will be required to be maintained during employment
- Valid Class 5 Driver's License and willingness to provide a Driver's Abstract required

**HOW TO APPLY:**

Interested individuals are asked to submit via email: [careers@tfse.ca](mailto:careers@tfse.ca):

- A) A brief cover letter;
- B) A resume detailing your skills and experience; and
- C) Any additional information outlining your specific interests and abilities that attracts you to this specific opportunity with TFSE and LEC.

This position will remain open until filled. We thank all applicants for their interest, however only those selected for an interview process will be contacted.