



Oakville Yacht Squadron is looking for a Hospitality Coordinator at our beautiful waterside venue.

The Oakville Yacht Squadron (OYS) is all about community and promoting the exploration of sailing. We are currently seeking an enthusiastic full time seasonal Hospitality Coordinator to coordinate kitchen service, interact with members and guests to ensure a personable and enjoyable experience.

The Hospitality Coordinator will provide an exceptional customer experience by facilitating excellent hospitality and service in the areas of catering and events. Create a memorable experience for members and guests by managing a visitor booking system, delivering excellent quality food and display professionalism. Reporting the Club Manager, the Hospitality Coordinator will be responsible to supervise and conduct kitchen service with a small team. We are looking for a passionate individual to deliver high stands in the kitchen and beyond.

Key responsibilities:

- Create and schedule menus for the club events and after-race parties.
- Preparing and cooking meals for club members, guests, and yacht club events.
- Opportunity to create unique feature menus.
- Collaborating with management team for menus, budgets, schedules.
- Develop and maintain relationships with vendors and suppliers.
- Manage logistics and facilitate communications of visitor's arriving by boat.
- Follow safe food handling practises.
- Ensuring that all equipment is maintained and functioning properly.
- Act as a leader in the kitchen and supervise a small team.
- Work collaboratively with the Food & Beverage team.
- Performing other duties as assigned

Ideal Candidates:

- Proven experience in a hospitality or culinary role.
- Exceptional communication and interpersonal abilities
- Strong organization and planning skills
- Knowledge of food safety and sanitation standards
- Safe Food Handler's certificate
- Smart Serve certificate
- ROC(M) VHF radio license
- Flexibility to work evenings, afternoons, and occasional weekends; specifically, Tuesday, Thursday and Friday evenings.
- Proficient in menu planning, cost control, and inventory management.
- Ability to multitask and work under pressure.

If you are passionate about hospitality and culinary services and want to work in a dynamic and exciting environment, we encourage you to apply for this position. To apply for this job position, please email cover letter and resume to the hiring manager at Karen Wykes at karenwykes@oysqn.com

We are an equal opportunity employer. We welcome and encourage applications from people with disabilities. We will work with you to accommodate your needs in line with the goals of the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Should you require accommodation through the application or interview processes, or any stage of the recruitment process, please contact the Oakville Yacht Squadron directly at karenwykes@oysqn.com