



Current openings effective January 31, 2012

Culinary Division

Red Seal Certified Chef de Partie (Full Time)

The Chef de Partie position is focused as a junior supervisor on his/her shift's delivery of high quality food to guests in either the Outlet Kitchen or the Banquet Kitchen. The Chef de Partie demonstrates a highly professional skill level in a wide variety of culinary areas. The Chef de Partie will act as a shift leader and will be tasked to use their initiative, culinary skill and experience to solve problems, ensure guest satisfaction and produce exceptional cuisine.

- Produce highly quality food items and show initiative and the ability to be highly productive with food preparation independently or in team. Be self motivated and quality driven.
- Ensure that Culinary staff are following established procedures for food production and are maintaining quality standards set by Sous Chefs and Executive Chef.
- Answers questions and concerns for culinary colleagues and assists with their time management and skill development.
- Run the shift, organize a work plan and assign work to colleagues. Prepare detailed prep lists for the work week and brief colleagues on those lists.
- Ensures Menu Item worksheets with accurate ingredient lists, preparation methods and pictures for all menu items are being followed. Assists Sous Chefs in the development of these Worksheets.
- Ensure that proper food rotation practices are in place food wastage is minimized by proper food storage procedures. Ensures fridge temperatures are recorded.
- Liaise with Sous Chefs to ensure schedules are meeting productivity guidelines and proper coverage for meal periods as assured. Work within the department budget, minimize labor costs.

1st Commis (Full Time)

The 1st Commis position is focused on delivering high quality food that meets and exceeds departmental standards as set by Sous Chefs & Executive Chef. The 1st Commis may work in the Outlet kitchen, Banquets or the Pastry Shop and is expected to be skilled and efficient in all areas, and work with a minimum of supervision. 1st Commis are expected to be able to demonstrate correct culinary techniques, organize mise en place lists and give direction to 2nd Commis and Apprentice cooks.

- Ensures that he/she works safely and in accordance of the Hotel's Health & Safety Policy, and ensures all Local and Hotel Food Hygiene procedures and practices are followed during his/her shift. .
- Be an example of Hotel and Service Promise Standards in interactions with guests and heart of house colleagues.
- Act as an example of Fairmont values to colleagues; Respect, Integrity, Teamwork and Empowerment.
- Produce excellent quality food items by following established procedures for food production as set by Sous Chefs and Executive Chef.
- Organize a work plan and give direction to colleagues as necessary.
- Set the pace for efficient production of mise en place and efficient execution of banquet events and production of a la carte orders in the outlets.
- Follows Menu Item worksheets with accurate ingredient lists, preparation methods and pictures for all menu items.
- Demonstrate correct cooking techniques and methods competently to Apprentices and students as part of on the job training.
- Ensure that proper food rotation practices are in place, wastage is minimized by proper food storage procedures. Ensures fridge temperatures are recorded.
- Communicate in a timely manner with the Sous Chefs any food items that need to be ordered. Assist with monthly Inventory Cycle.
- Drive Guest Satisfaction Index scores by ensuring standards and timeliness of service are being met.
- Assist the Colleague experience through teamwork and a positive manner.
- Ensure the Kitchen fridges and walk-ins are clean and organized.

- Communicate to the Sous Chefs or Chef de Partie any equipment maintenance needs. .
- Cooperate with Outlet & Banquet Managers & front of house service staff to ensure smooth event & meal period execution.
- Ensure that food for the Staff Cantina is of high quality and cost effective.
- Ensures that the kitchen is operating in a manner consistent with the programs of the Environmental Committee.

2nd Commis (Full Time)

The 2nd Commis position is focused on delivering high quality food that meets and exceeds departmental standards as set by Sous Chefs & Executive Chef. The 2nd Commis may work in the Outlet kitchen, Banquets or the Pastry Shop. 2nd Commis are expected to be highly productive with routine tasks and be developing their skill and experience set toward attaining Red Seal qualification.

- Ensures that he/she works safely and in accordance of the Hotel's Health & Safety Policy, and ensures all Local and Hotel Food Hygiene procedures and practices are followed during his/her shift. .
- Act as an example of Fairmont values to colleagues; Respect, Integrity, Teamwork and Empowerment.
- Be an example of Hotel and Service Promise Standards in interactions with guests and heart of house colleagues.
- Produce excellent quality food items by following established procedures for food production as set by Sous Chefs and Executive Chef.
- Make a mise en place list and set up next day's shift for success.
- Follows Menu Item worksheets with accurate ingredient lists, preparation methods and pictures for all menu items.
- Uses correct food storage and rotation procedures to minimize food waste. . Ensures fridge temperatures are recorded.
- Communicate in a timely manner with the Sous Chefs any food items that need to be ordered.
- Drive Guest Satisfaction Index scores by ensuring standards for timeliness of service are being met.
- Assist the Colleague experience through teamwork and a positive manner.
- Ensure the Kitchen fridges and walk-ins are clean and organized.
- Communicate to the Sous Chefs or Chef de Partie any equipment maintenance needs.
- Ensure that food for the Staff Cantina is of high quality and cost effective.
- Ensures that the kitchen is operating in a manner consistent with the programs of the Environmental Committee.

Dishwasher (Casual)

The Dishwasher is responsible for the cleaning and delivering of service equipment for the Culinary department, Service team, the plate set-ups for Banquets, and the overall cleanliness of the area where they work.

- Demonstrates Fairmont Service Promise and Fairmont Values in all interactions with both guests and colleagues.
- Cleans and sanitizes all service equipment that is used through out the course of their shift.
- Works efficiently to ensure that all Service and Culinary staff have the equipment they need to succeed at the job.
- Assists culinary staff with dish-ups.
- Ensures Banquet plate set-ups are accurate and completed daily.
- Assists in maintaining the cleanliness of the Cantina, and ensures the Cantina dishes are cleaned and restocked.
- Maintains supplies and reports any shortages in supplies promptly
- Reports any maintenance concerns to engineering.
- Reports any guest issues to the Chief Steward.
- Adheres to Fairmont Hotels & resorts grooming standards.
- Completes assigned daily tasks and reports any tasks not finished.
- Attends and participates in daily Culinary/Stewarding briefings and acknowledges and adheres to Stewarding/Culinary standard of the day.
- Adheres to Health & Safety standards and ensures safe work practices are followed at all times.
- Adheres to environmental policies and procedures.

Food & Beverage Division

Assistant Banquet Manager (Full Time)

Driven by a passion for flawless service and unfailing attention to detail, you will assist the Banquet Manager to direct our award winning Banquet team, overseeing all of convention and catering events including tradeshow, gala events, meetings, kosher and off premise catering.

- Ensure smooth and efficient functioning of the day-to-day operations of the Banquet Department including meetings, private functions and banquet beverage services.
- Act as liaison with the stewarding, kitchen teams and audio-visual department to deliver a personalized banquet experience.
- Maintains, enforces and enhances Fairmont service standards as well as local operating standards.
- Proactively analyses, develops and revamps internal processes to create new ways of providing unique and innovative services ideas and incentives.
- Attend pre convention & departmental meetings, establishing on site relationship with all meeting Planners / Organizers.
- Assist the Banquet Manager in developing the banquet leadership team in matters such as decision-making skills, event planning and execution
- Effective performance management through focus on colleague development training, problem resolution, maintaining up-to-date records on performance, attendance, grooming, service deficiencies, schedules, labor costs/payroll, and late/absenteeism.
- Maintain and enhance staff morale by “leading by example” and lead a positive team environment
- Adhere to the hotels safety policy, Service Plus and Green Team initiatives.
- Ensures highest levels of productivity through regular spot checks, proactive staff planning, hiring and scheduling
- As a member of the extended sales team, maximizing revenues from the banquet operation.
- Maximize on cost control opportunities through optimal scheduling and maintenance of equipment.
- Conduct daily inspections of the banquet facilities and equipment - Deficiency Program.
- Share in the responsibility to achieve or exceed financial and guest satisfaction goals (average check, payroll, beverage revenue, JD Power etc) for the department.
- Assumes responsibility for all equipment, inventories, supplies, furniture and fixtures assigned to the Banquet Department and in addition for the cleanliness, repair and maintenance deficiencies of the Banquet Facilities.

Senior Banquet Service Attendant (Full Time and Part Time)

The Senior Service Attendant assists the Banquet Management Team by leading all aspects of the Banquet Service Attendant team, providing guests with leading edge banquet service and achieving the highest standards of service in a professional, safe and efficient manner, while maintaining budgeted guidelines.

- Demonstrates Fairmont Service Promise Standards and Fairmont Values in all interactions with both guests and colleagues.
- Maintains uniform and adheres to Fairmont Hotels and Resorts grooming standards.
- Executes day-to-day operation of the service team.
- Assists the Banquet Manager with training and development of all service colleagues.
- Organizes and oversees the execution of all functions.
- Serves in banquet functions as required
- Leads and supervises Banquet Service Attendants within budgeted guidelines.
- Leads and coaches colleagues by maintaining a high level of departmental morale.
- Conducts frequent inspections of banquet facilities and equipment, reporting any shortages or deficiencies.
- Maintains and ensures all function information is kept up to date with respect to changes or revisions.
- Assists in completing monthly inventory.
- Adheres to hotel’s allergy policy and ensures allergy policies are adhered to by colleagues.
- Is consistently visible on the banquet floor to assist guests and colleagues.
- Maintains supplies and reports any shortages or deficiencies
- Ensures all work areas are maintained in a clean and safe manner free from all potential hazards.
- Participates in regularly scheduled departmental communication meetings.
- Maintains all banquet facilities, storage areas and banquet equipment in an orderly and safe manner.
- Follows proper radio etiquette.

- Attends shift briefing and completes Banquet standard of the day.
- Adheres to Health & Safety policy and ensures safe work practices are followed at all times.
- Adheres to hotel's environmental policies and procedures.
- Completes other duties as assigned.

Senior Banquet House Attendant (Full Time)

The Senior House Attendant assists the Banquet Management Team by leading all aspects of the House Attendant team, providing guests with leading edge banquet room set ups and achieving the highest standards of service in a professional, safe and efficient manner, while maintaining budgeted guidelines.

- Demonstrates Fairmont Service Promise Standards and Fairmont Values in all interactions with both guests and colleagues.
- Maintains uniform and adheres to Fairmont Hotels and Resorts grooming standards.
- Oversees and executes day-to-day operation of the house person team.
- Assists the Banquet Manager with training and development of all service colleagues.
- Leads and supervises Banquet Attendants within budgeted guidelines.
- Leads and coaches colleagues by maintaining a high level of departmental morale.
- Conducts frequent inspections of banquet facilities and equipment, reporting any shortages or deficiencies.
- Maintains and ensures all function information is kept up to date with respect to changes or revisions.
- Adheres to hotel's allergy policy and ensures allergy policies are adhered to by colleagues.
- Maintains supplies and reports any shortages or deficiencies
- Ensures all work areas are maintained in a clean and safe manner free from all potential hazards.
- Participates in regularly scheduled departmental communication meetings.
- Maintains all banquet facilities, storage areas and banquet equipment in an orderly and safe manner.
- Follows proper radio etiquette.
- Attends shift briefing and completes Banquet standard of the day.
- Adheres to Health & Safety policy and ensures safe work practices are followed at all times.
- Adheres to hotel's environmental policies and procedures.
- Completes other duties as assigned.

Banquet Server (Full Time, Part Time and Casual)

The primary responsibility of the Banquet Service Attendant is to provide our guests with leading edge banquet service in food, beverage and meeting programs, while achieving the highest levels of service in a professional, safe and efficient manner.

- Must possess outstanding guest service skills with professional presentation.
- Detail oriented with keen attention to guest requirements.
- Previous serving experience is an asset.
- Excellent communication and interpersonal skills.
- Must have successfully completed *It's Good Business* course.
- Flexible with hours of work, including evenings and weekends.

Rooms Division

Laundry Attendant (Part Time)

The Laundry Attendant is responsible for sorting, folding, pressing, delivering all hotel linen in an effective and productive manner.

- Demonstrates Fairmont Service Promise Standards and Fairmont Values in all interactions with guests and colleagues.
- Reports any equipment challenges to engineering and works with them to solve issues.
- Delivers and distributes hotel linen to the appropriate departments.
- Records the daily processed linen and all discard linen for the department.
- Conducts daily cleaning of the work area.
- Ensures that a high level of linen quality control is maintained.
- Adheres to Health & Safety policy and ensuring safe work practices are followed at all times.
- Adheres to the Fairmont Hotel Environmental policies and procedures.

THE *Fairmont*
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How to join our team

Human Resources Application Hours:

Monday to Friday 8:30am - 4:30pm

Our Office is located on the Lombard Concourse Level of the hotel. It is accessible through the hotel lobby. After hours, applications are available at the Front Desk.

You can also forward your application by mail, fax, or email.

Our address:

2 Lombard Place, Concourse Level
Winnipeg, MB
R3B 0Y3

Our Fax:

204-985-6201

Email:

Lom.careers@fairmont.com

Directly with our Recruitment Manager:

Veronique Alarie

Veronique.alarie@fairmont.com

204-985-6257

Available positions are always updated Online:

www.fairmontcareers.com

To offer our guests the best in hospitality and service, we first need to offer our employees the best. At Fairmont Hotels & Resorts, you'll find outstanding opportunities, training, career development, recognition and rewards. People stay where they feel valued, and we're proud to boast one of the highest retention rates in our industry. As well, our own employee opinion survey found that the #1 reason our colleagues stay is because they are proud to be associated with Fairmont Hotels & Resorts.

Fairmont Hotels & Resorts is committed to our Green Partnership Program, a company-wide stewardship program that strives to minimize our properties' operational impact on the environment through resource conservation and best practices.



Apply today!