

Date posted: April 30, 2025

The Butchart Gardens is looking for an individual to fill the following position:

POSITION: ASSISTANT SUPERVISOR - The Dining Room Restaurant

Department: Food Services

The Butchart Gardens is looking for an individual to fill the position of Dining Room Restaurant Assistant Supervisor. The Dining Room is a fast paced, 130 seat fine dining restaurant. The assistant supervisor is responsible for coaching and leading all front of house staff and to serve the guests of The Dining Room Restaurant in a genuinely friendly, prompt & professional manner.

The successful candidate, reporting to the manager and assistant managers of The Dining Room Restaurant, will be expected to provide excellent service to guests and assist in all aspects of supervising the department. Staffing levels fluctuate from as many as 40 full-time employees in the summer to as few as 10 in the winter months.

The successful candidates will be required to:

- Provide courteous, professional, friendly and prompt service to our visitors
- Ensure adherence to established Dining Room service standards
- Provide leadership, motivation and feedback to all staff members
- Inspect all daily aspects of The Dining Room for safety and security
- Assist in coordinating the daily staff schedule, ensure staff levels are adequate for volume of business
- With the direction of The Dining Room management team, open and close the restaurant following existing checklists
- Expedite group meals quickly and efficiently
- Work closely with management to maintain a cohesive and efficient work environment
- Maintain close contact to the staff and guests (on the floor) throughout the shift
- Assist with stock list and ordering product using Foodtrack
- Accurately close all servers' bills
- Demonstrate excellent organizational skills
- Positive, professional and upbeat attitude
- Other duties may be assigned from time to time by the employer

The successful candidates will possess the following qualifications:

- A minimum of 2 years' experience serving in a fine dining environment preferred
- Previous supervisory or leadership experience preferred
- Serving it Right Certificate
- Food Safe Certificate
- Wine knowledge preferred (ISG or WSET Level 1 or equivalent), with an emphasis on BC wine
- Ability to lead, empower, motivate and train staff
- Proficient verbal and written communication skills
- Ability to operate effectively and professionally under frequently changing and stressful circumstances

This is a seasonal position commencing May 2025. Shift work, including evenings and weekends is required. Remuneration will be commensurate with the level of experience and the qualifications of the candidate.

We will be accepting applications until Wednesday, May 7, 2025. If you are interested in this position, please submit a cover letter and résumé to: Human Resources Department, The Butchart Gardens Ltd. 800 Benvenuto Ave, Brentwood Bay BC V8M 1J8; Fax: (250) 544-4455 email: hr@butchartgardens.com

The Butchart Gardens appreciates all applications, however, only those short-listed will be notified.