



Job Description – Restaurant and Special Events Manager

About Us

Located in the year-round adventure playground of Revelstoke, British Columbia, Eagle Pass Lodge strives to provide remarkable, unparalleled experiences to our guests and staff. We are an efficient team of like-minded individuals found happiest in the mountains, fulfilled by small town living, and are always seeking the next pursuit. We pride ourselves on providing a workplace that is supportive, safe, entrepreneurial in spirit, and most importantly fun.

The Nest at Eagle Pass Lodge

The Nest at Eagle Pass Lodge is the regions premier fine dining destination and special event venue known for its exceptional hospitality, breathtaking surroundings, top-notch culinary experiences, and our boutique 12 room private lodge on 10 acres of private land. Nestled at the foot of Mt. McPherson with majestic views of Mt. Begbie, Mt. Cartier and Mt. Revelstoke, we cater to a diverse clientele seeking a unique and unforgettable dining experience or special event venue. Our commitment to delivering outstanding service extends to both our restaurant and special events, making us a sought-after destination for memorable fine dining and events like weddings, retreats, courses and corporate functions.

Job Overview

We are seeking a dynamic and experienced Restaurant and Special Events Manager to lead our culinary and events team. The successful candidate will be responsible for overseeing the daily operations of our restaurant, ensuring an exceptional dining experience for guests. Additionally, they will manage and coordinate special events, ranging from weddings to corporate meetings, to elevate Eagle Pass Lodge's reputation as a premier event venue.

Employment Details

Term:	6-month term, May to October 2024 with possibility of extension into next winter (Nov through to April 2025).
Type:	Full time, seasonal
Reports To:	Director of Hospitality & Lodge Operations
Wage Range:	\$25.00 to \$30.00/hr + tips and gratuities
Benefits:	Staff Uniform Discounts with EPH suppliers and partners Training & Education Subsidies Paid training, lunch, and breaks. Eligible for Performance Bonus and Health Spending Account after probation
Work Location:	Primary: Eagle Pass Lodge, 1467 Highway 23 South, Revelstoke BC (10min drive south of Revelstoke)
Physical Demands:	May require the ability to lift up to 30 lbs



Roles & Responsibilities

Restaurant Management

- Oversee day-to-day operations of the restaurant, including staff supervision, scheduling, and training.
- Maintain high standards of food quality, presentation, and service.
- Collaborate with the culinary team to develop and update menus based on seasonal ingredients and guest preferences.
- Monitor and manage inventory, ordering, and cost control.

Customer Service

- Ensure excellent customer service and guest satisfaction.
- Address customer concerns or complaints promptly and professionally.
- Foster a positive and welcoming atmosphere for guests.

Special Events Coordination

- Plan, coordinate, and execute special events hosted at Eagle Pass Lodge, including weddings, corporate events, and private parties.
- Work closely with clients to understand their needs and preferences.
- Collaborate with vendors, such as florists, musicians, and photographers, to create seamless events.

Budget Management

- Support the development of and manage budgets for restaurant operations and special events.
- Monitor financial performance, identify areas for improvement, and implement cost-saving measures.

Marketing and Promotion

- Collaborate with the marketing team to promote the restaurant and special events
- Assist in the development and implementation of marketing strategies to attract new customers and increase event bookings.

Qualifications

- Proven experience in restaurant management and special events coordination.
- Strong leadership and organizational skills.
- Excellent communication and interpersonal abilities.
- Ability to work in a fast-paced environment and handle pressure with grace.
- Knowledge of food and beverage trends, as well as event planning best practices.
- Familiarity with restaurant budgets and cost controls

How to Apply

Interested candidates should submit a resume and cover letter to hr@eaglepassheli.com outlining their relevant experience. Please include "Restaurant and Special Events Manager Application" in the subject line. The position will remain open until filled. Eagle Pass Lodge is an equal opportunity employer and encourages individuals from all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.

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