

THE truffles GROUP

VANCOUVER ISLAND'S PREMIERE HOSPITALITY EXPERIENCE

Assistant General Manager Truffles Catering

Truffles Catering is in search of an Assistant General Manager to join its dynamic catering team!

As Victoria's premier culinary catering company, Truffles Catering takes fine dining and special events to the next level. Driven by a team of industry professionals, Truffles Catering delivers premium quality and service to every aspect of an event from the menu and beverages, to the rentals, decor and entertainment for corporate events, weddings, office functions and other social occasions.

Your Purpose...

As the Assistant General Manager, you are responsible for the execution of high-quality events, daily operations, leadership of staff, client and customer relations and other operations-based activities to deliver exceptional guest experience. In the absences of the General Manager you will conduct meeting with leadership and venue partners as necessary. You will work directly with General Manager on business development including target setting and strategic planning.

You Enjoy...

- All aspects of coordinating and executing catering events, including training, scheduling, ordering, and being on-site to ensure flawless execution.
- Coordinating all aspects of the School District Meal Program.
- Delivering a consistent and high-quality guest experience through excellent service team management, best practices, improved metrics, and consistent quality to drive service results, inspiring the team to create lasting experiences.
- Coordinating with Event Planners and culinary through the planning stage and on special events, ensuring all client requests are communicated effectively.
- Directly managing events and taking the lead on key or high-profile groups.
- Having an impact on workplace culture by being directly involved in the selection, supervision and support of team members by communicating goals, helping provide solutions for day to day problems and supporting the growth and development of all management and team members.
- Supporting the GM and management team in planning and budgeting processes by providing top priorities in the areas of guest experience, team quality, and sales & labour forecasting.

You Have...

- Minimum 5 years of management experience in similar environment
- Serving it Right and Food Safe certificates
- Own vehicle and valid driver's license
- Strong communication and leadership skills
- Proficient in all Microsoft Office applications



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- Experience in an events or banquet environment is an asset

We Offer...

- A competitive salary with signing bonus and travel allowance
- A dynamic work environment with great people
- A focus on ethical and sustainable business practices
- Cross-training, growth opportunities and staff discounting privileges with Truffles Group of partner business (www.trufflesgroup.com)
- Complimentary entry to community events
- Extended health and dental
- Paid volunteer days
- Donation matching
- A staff meal while on shift

If this is you, let us know by forwarding your resume and cover letter to alistair@truffles catering.net. Only those who qualify will be contacted.

The Truffles Group is a collection of rapidly growing businesses with a big vision. Locally owned and operated, we are a people-powered group of companies devoted to changing the way people think about Vancouver Island's hospitality, tourism and beverage retail industries.

