



PORT LINCOLN
HOTEL

Functions Supervisor – Full Time Position

The Port Lincoln Hotel has built and maintained a reputation as a leader in corporate and private event management, providing exceptional function facilities and deluxe accommodation - all in the one venue. We pride ourselves on delivering exceptional service and facilities to our guests by providing the warm genuine country hospitality we are known for.

Our functions facilities occupy the first floor of the premises with a dedicated kitchen for catering allowing us to host weddings, conferences, incentive groups and corporate functions with menus and themes that can be tailored to create the perfect event. We offer versatile spaces including the Lincoln Ballroom, Flinders Room, Mortlock Room, private Welcome Foyer, Courtyard, Pool and Pool deck areas all featuring views of Boston Bay.

You will be responsible for:

- Building and growing relationships with our regular and repeat customers
- Deliver outstanding customer service, ensuring patrons' needs are exceeded
- Meeting with customers to understand expectations
- Room set up and execution of events
- Coordinate required function information to meet business requirements
- Adhering to timelines, working efficiently to achieve tasks and service standards
- Working cohesively in a diverse team environment
- Managing staffing levels in line with bookings and requirements
- Providing training and development to all function employees
- Work closely with and assist the Functions Manager on a daily basis as directed
- Ensuring compliance with occupational health and safety regulations
- Upholding Responsible Service of Alcohol standards and practices

The successful applicant will have:

- At least 12 months experience in a function role is highly regarded
- Must have (or be willing to obtain) a current nationally accredited RSA certificate
- Excellent customer service skills
- Exceptional communication, interpersonal and time management abilities
- Strong team ethic with a keen eye for detail
- A friendly and approachable personality with a passion for hospitality
- Be reliable and punctual with aspirations for a rewarding career in the hospitality industry
- A willingness to work a flexible schedule, including weekdays, weekends, and public holidays

If you are interested in this exciting role, we would love to hear for you. This position involves a spread of shifts across a 7-day roster including evenings, weekends and public holidays. To apply please submit your cover letter and resume to:

Brooke Collier – General Manager

employment@portlincolnhotel.com.au