



The Gold Coast Convention and Exhibition Centre (GCCEC) is a world-class venue that accommodates a range of conventions, exhibitions, sport and entertainment events.

**Food & Beverage Supervisor  
(casual position – hours as required)**

*Are you ready for the next step in your career?*

An exciting opportunity has become available for a Food & Beverage Supervisor within the Operations Department. In this role you will support the management team in ensuring the successful execution of all events. With a commitment to providing a high calibre of service you will possess natural leadership abilities and be able to motivate staff within this fast paced environment.

Responsibilities will include:

- Acquire information for the event in which you are assigned to Supervise
- Ensure complete understanding and knowledge of the event resume per each event
- Ensure Equipment and requisitions are completed when requested
- Ensure all room sets, bars and back of house areas are complete on time and correct whilst maintaining a high level of presentation.
- Liaises closely with Floor Manager, Event Manager and Clients

To be successful you will have the following:

- Previous supervisory experience in a food & beverage atmosphere essential
- Current QLD Responsible Service of Alcohol Certificate essential
- Sound computer skills including Microsoft Office and Microsoft Outlook desirable
- EBMS experience preferred (not essential)
- Availability to work a rotating roster including days, nights and weekends
- A strong commitment to providing consistent excellent guest service
- Proactive problem solving and decision making skills
- Strong organisational skills and the ability to work under pressure
- Exceptional communication and interpersonal skills
- Enthusiasm, energy and a “can do” attitude

***Due to the nature of the business, flexibility with working hours is essential.***

If you are interested in applying for this position, please forward your resume detailing your experience to:

Human Resources Department  
Gold Coast Convention and Exhibition Centre  
PO Box 1407  
BROADBEACH QLD 4218  
Email address: [employment@gccec.com.au](mailto:employment@gccec.com.au)

**We thank you in advance for your application however only those successful in gaining an interview will be contacted.**

**Applications close: 8:00am Monday 15th March 2010**