



Your Cottage in the City!

Ottawa Tennis Club • 176 Cameron Ave, Ottawa, ON K1S 0X5

(613) 730-7207 • info@ottawatennisclub.ca • www.ottawatennisclub.ca •

Respect • Inclusiveness • Honesty & Integrity • Sportsmanship • Volunteerism • Fun

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JOB DESCRIPTION: HOSPITALITY MANAGER

OTC is seeking an ambitious, energetic and experienced individual to join our team as our Hospitality Manager. In this crucial role, you are responsible for overseeing food and beverage operations and events management, with a focus on exceeding budgets and delivering exceptional experiences for our members and the community.

The Ottawa Tennis Club is a seasonal organization, with food & beverage services running May to October. This role will be instrumental in transforming the OTC hospitality function into a 12-month operation.

RESPONSIBILITIES:

1. Food & Beverage Operations – The Cameron Restaurant and Courtside Cafe

- Collaborate with the Executive Chef to deliver high-quality food and beverage offerings.
- Develop and deliver menus that are balanced, efficient and appealing to our community.
- Ensure consistency across all operations, while maintaining health, safety, and food handling standards
- Lead and mentor a high-performing Front of House (FOH) team, with a focus on customer service and high standards
- Manage FOH hiring, training and scheduling.
- Support the Executive Chef in the management of a Back of House staff team, with a focus on customer service and high standards
- Oversee quality control, ensuring systems and processes are in place for Food & Beverage to provide consistently excellent and served in a timely manner.
- Cover FOH shifts as required.
- Oversee inventory management, ordering supplies, cost control and managing vendor relationships.

2. Event Management

- Serve as an integral member of the management team responsible for attracting events to the OTC.
- Lead the administration of all event inquiries, sales leads, and the end-to-end event management process.
- Coordinate and execute a wide range of events, including weddings, corporate functions, and special events.
- Work with clients directly, to understand their event requirements and ensure all details are executed flawlessly.
- Communicate event details clearly and effectively to all relevant staff.
- Supervise event setup, staffing, and logistics to ensure a smooth and memorable experience for guests.



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3. Collaborate with Other Departments and Member Engagement

- Work closely with the Club Manager to plan and deliver member engagement initiatives and events.
- Collaborate with other departments to support cross-functional initiatives and organizational goals and projects
- Foster strong, positive working relationships with colleagues in different departments to ensure a unified and coordinated approach to the organization's goals.

4. Key Holder – Operational responsibility

- Work on a shift-based schedule, including evenings, weekends and holidays, covering positions as necessary to ensure the standard of service in Hospitality is maintained.
- Perform keyholding duties when required, ensuring the safe opening, closing, and overall security of the Club.

REQUIRED QUALIFICATIONS:

- Min. 5 years of Management experience in hospitality
- Proven experience working in a busy restaurant environment, ideally leading a FOH team.
- Experience in event planning and execution
- Strong leadership, Communication and interpersonal skills
- Diploma or Bachelor's degree in hospitality management, Business Administration, or related field (preferred)
- Proven track record of delivering exceptional customer service and driving business results
- Knowledge of industry trends, marketing techniques, and sales strategies
- Strong organizational, time management and multitasking skills
- CPR and First Aid Certified (required)
- Smart Serve Certified (required)
- Food Handling Certificate (Ontario Food Safety) (required)
- Able to fluently speak, write and read in English; French is considered an Asset.

APPLICATION DEADLINE: Monday, February 16th, 2026 (or until position filled)

SCHEDULE: Full time, with regular shifts in the evenings, weekends and Holidays from May to October.

REMUNERATION: \$55,000 - \$63,000 per year – depending on experience.

POSITION: This is a full time permanent contract. It is a new position resulting from a reorganization within the Club and a vacant position



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All interested candidates are asked to submit their resume to jobs@ottawatennisclub.ca. We thank all applicants for their interest in this position, however only those selected for an interview will be contacted.

The Ottawa Tennis Club is an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sexual orientation, gender identity, national origin, veteran, or disability status.