

Premium Services Runner

Rate: \$14

Job Summary:

The Runner assists the Suite Attendants & Restaurant Servers in providing Suites & Restaurant guests with a pleasant experience. The Runner is primarily responsible for preparing and stocking the Pantry with the appropriate product, utensils & supplies. They assist in the set up and execution of preordered food and beverage items as well as delivery of restaurant orders the event. Following the event, the Runner will ensure the Pantry is cleaned and restocked.

The employee must maintain excellent attendance and be available to work events as scheduled per business need.

Essential Job Functions:

- Prepares the Pantry
- Responsible for keeping the restaurant/catering work areas and equipment clean.
- Assists the Suite Attendant & Restaurant Servers
- Responsible for setting tables condiments.
- Assist bartenders in re-stocking or retrieving items needed for the event.
- Assist serving staff in delivering large orders to the guest's table.
- Runs food to guests in Restaurant
- Responsible for answering the phone & taking orders
- Responsible for keeping the Suite work areas and equipment clean.
- Responsible for assisting in the set up the Suites & Restaurants
- Maintains sanitation, health and safety standards in work areas
- Must show demonstrated ability to meet the company standard for excellent attendance
- Additional duties as assigned by your immediate supervisor and/or Spectra management staff for the successful outcome of an event or customer service situation

Knowledge, Skills and Abilities:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Possess valid food handling certificate and alcohol service permit if required by state and federal regulations.