

Suite Attendant

Rate: \$13.75

Job Summary:

Suite Attendant is responsible for the set up and preparation of the Suites along with serving guests. Must be personable & able to work in an ever-changing fast-paced environment.

The employee must maintain excellent attendance and be available to work events and locations as scheduled per business needed including Suites, Octane Lounge & Arena Grill.

Essential Job Functions:

- Responsible for setting up the Suite with appropriate equipment, utensils & beverages per each pre-order
- Responsible for serving meals and day of event orders
- Responsible for ensuring suite is operable and clean prior to start of event and at close of event
- Responsible for serving beverages to guests including alcoholic beverages. Must check guest's ID to verify minimum age requirement for the purchase of alcoholic beverages.
- Responsible for recording a guest's order and relaying the order to the kitchen via P.O.S. system.
- Responsible for observing guests to respond to any additional requests
- Responsible for computing the cost of the meal and presenting the guest with the check. Accept payments and provide change as necessary.
- Responsible for cleaning up remaining food product and equipment after the guests have left.
- Recommends certain dishes and identifies ingredients or explains how various items on the menu are prepared.
- Maintains sanitation, health and safety standards in work areas.
- Assists with cleanup of Suite Pantry and stocking Suites for next event.
- Maintains the Suite Pantry so it is clean and efficient during and after event.
- Organizes Suite Pantry cooler for efficiency with next event.
- 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 or federal regulations.
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as related to cash/credit transactions and cash reconciliation.
- Ability to handle cash accurately and responsibly.