

**JOB TITLE: SUITE FOOD RUNNER (PART-TIME POSITION)**

**DEPARTMENT: FOOD & BEVERAGE**

**REPORTS TO: SUITES AND CATERING MANAGER**

**ASM Global, a public facilities management company, has immediate openings for part-time Suite Food Runner at Save Mart Center.**

**SUMMARY:**

Under the direction of the Suites and Catering Manager, the Suite Food Runner will have an in-depth familiarity with the suites and catering operations to provide the upmost highest customer service possible. The Suite Food Runners will assist the Suite Servers as needed and help resolve any problems that may arise on the job. The role of the Suite Food Runner is to run food/drink orders from kitchen to pantry promptly and assist in other areas as assigned ensuring a high level of performance, guest satisfaction and profitability.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Comply with Standards of Service and assists in assuring the same from all department staff.
- Must provide the upmost highest level of customer service as to adhere to company expectations
- Performs all other duties as assigned by the Suites and Catering Manager and Pantry Coordinator.
- Properly rotate all items in storage.
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**EDUCATION AND/OR EXPERIENCE:**

- High School diploma or General Education Degree (GED) required.
- Must have 3-5 months running food order experience and/or training.
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**SKILLS AND ABILITIES:**

- Strong understanding and knowledge of food safety, sanitations and food handling procedures.
- Must be able to take direction, to multitask, then following through and completing each task given.
- Must provide a work ethic including strong urgency and quality in a team environment.
- Must have the ability to work calmly and effectively under pressure.
- Must have problem solving abilities, be self-motivated and organized.
- Must be able to work well with others of all ages and backgrounds.
- Must provide positive, customer service oriented attitude at all times.
- Maintains proper grooming and dress code standards.
- Attention to detail is a must.
- Must be able to work irregular hours including nights, weekends and holidays as needed.
- Must have the ability to accurately record inventory items using standard spreadsheets.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee may be required to move around the facility; to stand for long hours during events; the ability to talk clearly and hear. This position requires standing, stooping, reaching and lifting. Must be able to lift 20-lbs on a regular basis.

**TO APPLY:**

Please visit our Career Site at:

External Candidates:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000569403006#/>

Internal Candidates:

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000569403006#/>

**ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**