



Get Up and Go!

JOB DESCRIPTION

POSITION: **ARENA SUITE ATTENDANT**

REPORTS: Arena Food and Beverage Manager

**POSITION
SUMMARY:**

This position is responsible for acting as wait staff for luxury suite level boxes, setting up assigned boxes to accommodate food and beverage orders for the day, taking and delivering day of game orders, and is accountable for cash and cleaning box upon completion of event.

QUALIFICATIONS: Ability to communicate with others. Ability to participate in a team environment. Awareness of customer services and needs. Ability to understand written and oral direction. Must be able to lift and carry weight of up to 25 pounds and balance trays stacked with items. Must be able to exert well-paced mobility to maneuver quickly among different areas of the facility. Hours are often extended or irregular to include nights, weekends and holidays. He/She must perform other staff functions as necessary.

SALARY RANGE: \$7.25/Hour



809 French Street • Erie, PA 16501 • www.erieevents.com

Administrative 814-453-7117 • Fax 814-455-9931 • Box Office 814-452-4857

Job Description Detail:

- Assist in preparation of pantry for production.
- Ensure complete preparation before special event which includes tables, decorations, utensils, condiments, etc.
- Prepare chafing dishes and light sternos.
- Stock refrigerator.
- Stock suite with snacks and dry goods.
- Stock suite with hot food once patrons arrive.
- Introduce yourself to the patrons and explain ordering procedures and other pertinent information to make the event as enjoyable as possible.
- Present suite holder with bill for evening and secure payment.
- Complete and implement cleanup/breakdown procedures after event.
- Assist in cleaning of pantry.
- Ensure compliance with all applicable health and safety regulations.
- Perform other related duties, tasks and responsibilities as required from time to time.