Position Title: Waitstaff I – Suite Runner
COLUMBUS CREW STADIUM

Position Summary & Responsibilities: The Suite Runner at Columbus Crew Stadium will be responsible for assisting Suite Attendants with the assembling, servicing and cleaning of luxury suites. This is a cross-trained position and is the means by which individuals shall work to become a Suite Attendant.

- Provide the highest quality of service to all customers and clients at all times.
- Assist with stocking and keeping inventory in order in the suite pantry.
- Distribute food and beverage from the pantry or kitchen to luxury suites.
- Retrieve and return food and supplies to and from kitchen/pantry.
- Display knowledge of suite menu and offerings in order to assist with phone calls to pantry from suite hosts.
- Relay appropriate information to kitchen staff as orders are being placed or items are needed.
- Attentive to radio calls from suite attendants and takes quick action to fulfill orders.
- Clean and sanitize work stations and equipment. Keep service areas in clean and presentable state.
- Understanding of Micros ordering system. Ability to input orders received by pantry phone or by radio from suite attendants.
- Set up, execution and break down of Press Box catering every event.
- Completion of Press Box food safety log and additional paperwork as given by manager.
- Assist suite attendants with break down and clean up of luxury suites at end of event.
- Rinse all dishes and maintain organization of kitchen at end of shift.

Typical Knowledge and Skills:

- **Education or Equivalent Experience:** High School Diploma or GED.
- **Supervisor/Managerial Experience:** None.
- **Function Specific Experience:** 6 months – 1 year related work experience.
- **Certification Requirements:** None.

Expectations:

- Reliable transportation.
- Flexible schedule with ability to work on nights and most weekends.
- Attendance at all required trainings prior to being scheduled.
- Positive attitude and professional client interaction.

Supervision: The Suite Runner will report directly to their assigned supervisor and ultimately to the Catering & Suites Manager

Working Conditions: Work is performed in an outdoor stadium that is subject to inclement weather.

- **Physical Demands:** Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 30 pounds or more. The Suite Runner will be required to wear protective clothing and equipment specified by Sodexo management.

Email Resume to Alissa.Dennison@sodexo.com