



POSITION: Suite Server
DEPARTMENT: Food & Beverage, Premium
REPORTS TO: Premium Services Coordinator
STATUS: Hourly, Non-Exempt

ASM Global, the world's leading venue management and services company has an excellent and immediate opening for a Suite Attendant at the Avenir Centre. As the Suite Server you maintain organization and cleanliness of suites and assists guests in accordance with ASM Global's Universal Service Standards and applicable Operational Standards.

AREA OF RESPONSIBILITY:

- Pre-event suite set-up including chafing dishes, plates and silverware, televisions, lighting and overall ambiance in the suite.
- Verify and set-up all pre-game orders.
- Identify suite host and properly introduce yourself.
- Take and place game day food and beverage orders.
- Set-up and check on event day food and beverage orders and serve guests until the end of the event.
- Replenish food, beverages, condiments and utensils as needed.
- Maintain standard of orderliness and cleanliness of suite throughout the event.
- Obtain signatures from the host on charges in a timely manner.
- Clear all items from the suite and clean all surfaces and chafing dishes in suite.
- Reset suite for next function, complete closing functions and check out with supervisor or manager.
- Perform other duties as assigned based on event needs.

EDUCATION AND EXPERIENCE

- Minimum high school diploma or GED.
- 3 to 6 months related experience and/or training or equivalent combination of education and experience is preferred.
- Cash handling experience preferred.
- Ability to work calmly and effectively in a high-pressure environment.
- Commitment to exceptional guest service.
- Excellent communication skills.
- Proficiency in English required, proficiency in French preferred

AVAILABILITY

This position is part-time, primarily evening and weekend shifts. All Food & Beverage scheduling is dependent on the Avenir Centre's events calendar.



PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function, in a loud noise environment. Must have the physical ability to maneuver around facility, at times, walking and/or standing and navigating stairs for 8-10 hours or greater as required. Must be able to lift/transport up to 50 pounds. This position has direct contact with guests, managers and employees.

NOTE

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY

Please send resumes to:

Melissa Schaus
Premium Suite Coordinator
premium@avenircentre.com

Please ensure the subject line reads: ***Suite Server***
Only successful applicants will be contacted.