



POSITION: Warehouse Runner
DEPARTMENT: ~~Warehouse~~ Food & Beverage
REPORTS TO: Warehouse Coordinator
STATUS: Hourly, Non-Exempt

ASM Global, the world's leading venue management and services company has an excellent and immediate opening for a Warehouse Runner at the Avenir Centre. As a Warehouse Runner, you will be responsible for receiving product and transferring food and beverage to various locations.

AREA OF RESPONSIBILITY:

- ~~Receive ordered goods and verify that the~~ensure order matches the receiving report.
- ~~Transfer food and beverage items to food and beverage locations according to the Food and Beverage procedures.~~
- ~~Direct storage, preparation, and service of concession merchandise.~~
- ~~Notify management when inventory is needed and assures necessary inventory is ordered, stocked and available.~~
- ~~Maintain~~Ensure adequate storage of merchandise by continual supervision of stock levels.
- ~~Rotate inventory to minimize spoilage.~~
- ~~Clean and tidy the warehouse storage area.~~
- ~~Maintain~~Complete and reconcile all pertinent logs, transfer sheets, and ensure that all document all transfers are documented.
- ~~Maintain safe, secure, and sanitary working conditions and leave work area in a clean and orderly fashion.~~Follow proper sanitations procedures are followed.
- ~~Organize and prioritize work to meet deadlines. Remain flexible and adjust to situations as they occur.~~
- ~~Perform other duties as assigned based on event needs.~~
- ~~Maintain accurate accounting of all cash and inventory on assigned concession stand.~~
- ~~Maintains organized sanitary workstation at all times.~~
- ~~Properly labels and dates food items for storage.~~
- ~~Assists in any and all food preparation.~~
- ~~Minimizes waste by controlling usage and following pre-set portioning.~~
- ~~Follows approved recipes and production standards.~~
- ~~Helps to maintain all Kitchen equipment and its cleanliness.~~
- ~~Maintain a clean, safe working environment.~~
- ~~Perform other duties as assigned based on event needs.~~

EDUCATION AND EXPERIENCE

- ~~High school diploma or GED equivalent~~1-year experience in food service preparing meals is preferred.
- ~~Must be able to work holidays, weekends, and evenings as required.~~
- ~~Hold proper Food handler's certification.~~
- ~~Ability to function in a fast-paced, physically demanding environment.~~team-oriented environment.



- You must be 19 years of age or older.
- Must be able to read, write and communicate in English (to read labels, pick lists, scanners, signage, updates, complete paperwork and follow verbal instructions).
- Excellent communication skills.
- Proficiency in English required, proficiency in French preferred. Must be able to read, write and communicate in English (to read labels, pick lists, scanners, signage, updates, complete paperwork and follow verbal instructions).

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AVAILABILITY

This position is part-time, primarily evening and weekend shifts, including holidays. All 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.

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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:

[Chris McEachern](#)
[Director of Food & Beverage](#)
cmceachern@avenircentre.com

Please ensure the subject line reads: ***Warehouse Runner***
Only successful applicants will be contacted.