



POSITION DESCRIPTION

JOB TITLE: Catering Runner	COMPANY: SAVOR...SMG
DEPARTMENT: Food & Beverage	FACILITY: Mohegan Sun Arena @ Casey Plaza
REPORTS TO: Premium Services Manager	FLSA: Hourly/Non-Exempt

POSITION SUMMARY:

This position is responsible for assisting with the setup and service of the suites during events and service during other catering functions, ie backstage catering and contracted catering functions

POSITION RESPONSIBILITIES:

- Provides friendly, courteous customer service at all times
- Ensures the timely setup and delivery of all suite food and beverage orders
- Delivers and assists in the placement of all event day food and beverage suite orders with the Suite Pantry and ensures timely delivery of such items
- Assists with the breakdown of food items and service equipment in the suites and other catering areas after the event
- Assists with the logging of all suites' beverage stock in the appropriate log books after each event
- Assists with the any pre stocking for the suites
- Assists with the setup in any aspect of the catering space as directed by the Premium Services Manager
- Follows all event-service directions as directed in the pre function meeting
- Breakdown of any aspect of the catering space as directed by the Premium Services Manager
- Performs all other tasks as assigned

WORK CONTACTS:

Event day contact with the Premium Services Manager, Suite Pantry, Executive Chef and kitchen staff and all other Arena employees.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

PHYSICAL EFFORT:

This position requires stooping, lifting, carrying, pushing and pulling. Substantial walking and manual dexterity to maneuver service equipment and carts is required. Must be able to lift or move up to 50 lbs.

WORKING CONDITIONS:

Works primarily on the suite level of the facility and other areas throughout the facility where catering set up is required.

QUALIFICATIONS:

- Prior catering experience is preferred
- Must possess excellent customer service skills, a pleasant personality and an extremely neat and clean appearance are a must
- Must possess knowledge of catering equipment, services and terminology
- Must possess the ability to take and follow direction, sometimes working independently
- Must possess the ability to pay close attention to detail
- Must possess the ability to work hours as dictated by events
- Must possess the ability to work a flexible schedule to include days, nights, weekends, and holidays, work as a team, and have reliable transportation
- Must possess the ability to read, write, and communicate effectively in English
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

Recruiter: Jacqueline Belchick, HR Manager

Hiring Manager: Anna Waskevich, Premium Services Manager

Positions Available: 4

Opening Date: August 28, 2017

Closing Date: September 8, 2017

SMG is an Equal Opportunity Employer and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor

Applicants that need reasonable accommodations to complete the application process may contact Jacqueline Belchick at 570 970-3508.