



POSITION DESCRIPTION

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| JOB TITLE: Suite Pantry Attendant | 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 ensuring the highest quality of food and beverage service to the suites.

POSITION RESPONSIBILITIES:

- Ensures all suite pre orders are set up and delivered to the suites in timely fashion and according to guidelines
- Takes all event day orders and enters into POS system to send to kitchen for production
- Ensures all event day orders are delivered in a timely fashion
- Maintains clean and orderly suite pantries and food service equipment
- Produces final suite invoices for collection of payment and/or signatures
- Organizes all suite final suite invoices, cash and any required reports
- Maintains positive client relationships with all suite holders
- Performs other tasks as assigned

WORK CONTACTS:

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

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

PHYSICAL EFFORT:

This position requires minimal stooping and lifting. Substantial walking and manual dexterity to operate food service equipment and carts.

WORKING CONDITIONS:

This position primarily works on the suit level of the facility.

QUALIFICATIONS:

- Must possess excellent customer service and interpersonal skills; computer skills are preferred
- 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: 2

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.