

SUITE ATTENDANT JOB DESCRIPTION



**AGGIE
HOSPITALITY**

Major Areas of Responsibility

Service

- Follows steps of service
- Knows and can describe food and beverage menus
- Establishes rapport with guests/members
- Effectively uses suggestive and upselling techniques
- Always exceeds guest expectations
- Adheres to location appearance guidelines
- Acts with a sense of urgency

Controls

- Maintains service areas
- Employs good safety and sanitation practices
- Adheres to company guidelines and house rules
- Follows proper reconciliation procedures
- Follows responsible alcohol service policies
- Thoroughly completes all station set-up and breakdown responsibilities
- Communicates customer issues to management

Team

- Displays a positive attitude toward teammates and managers
- Helps fellow employees whenever necessary
- Always on time and ready to go

Job Requirements

- Walks and stands during entire shift
- Lifts and transports items up to 25 lbs.
- Effective communication with co-workers and guests
- Frequent bending, stooping, reaching and lifting
- Hazards may include, but are not limited to, cuts, slipping, tripping, falls and burns
- English reading and writing required

To apply for this job, please visit our website: workatlevy.com