SUITE RUNNER JOB DESCRIPTION



Major Areas of Responsibility

<u>Service</u>

- Follows steps of service
- Understands content of menu
- 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

<u>Controls</u>

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

<u>Team</u>

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

Job Requirements

- Lifts and transports service trays up to 40 lbs. from the kitchen to the dining room and back
- Walks and stands during entire shift
- Reads, speaks and comprehends English
- Hazards may include, but are not limited to, slips, trips, falls and burns

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