



**Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing.**

**Under the direction of the Premium Services Manager, the Suite Attendant provides exceptional service while working collectively and cooperatively with the Premium Services Department, specifically in the suites environment. This position plays a key role in our Premium Services team to deliver an exceptional culinary experience for our guests and clients.**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Premium Services Manager, the Suite Attendant is responsible for but not limited to, the following duties:

- Maintain a friendly, positive attitude and a professional demeanor at all times
- Report for scheduled event on time and report to assigned area in a timely manner
- Fulfills opening and closing duties as dictated by management
- Must be knowledgeable of other food, beverage and retail outlets within the arena
- Provide guests with personal service and attention to detail that will exceed expectations
- Replenish food, condiments, service-ware and utensils as needed
- Maintain the highest level of professionalism and service while abiding by Westerner Park's service standards
- Extensive knowledge of food and beverage menus, along with specials and services offered
- Ability to open, present and serve wine to guests
- Present overall invoice of charges to suite host/hostess and obtain appropriate signatures
- Maintain a clean, neat and safe work environment
- Communicate effectively with Supervisors and Management
- Work as a team with fellow associates and other service departments within the Premium area
- Perform and successfully complete tasks assigned by management

## PHYSICAL DEMANDS

- Ability to stand for long periods of time
- Occasional environmental exposures to cold, heat and water
- Must be able to transport up to 20 pounds regularly. Occasional lifting up to 40 pounds

## EXPERIENCE & QUALIFICATIONS

- Must be at least 18 years old
- Must possess or have the ability to obtain ProServe
- Stadium/Arena suites experience preferred; orientation and on-the-job training are provided
- Possess good interpersonal skills
- Ability to follow direction with minimum supervision
- Ability to work well under pressure in a fast-paced environment
- Must be willing to work hours that vary, according to the event schedule
- Strong teamwork attitude

## CORE COMPETENCIES

- Results Focused – Pays attention to detail, knowing what results are important and focusing effective efforts to achieve them
- Teamwork – Works cooperatively and productively to get the job done
- Communication – Able to communicate effectively and maintain positive relationships with employees, guests and clients
- Adaptability – Able to adapt to changes in the workplace
- Problem Solving Skills – Ability to problem solve and identify solutions to address client and guest issues and needs

**AFFILIATIONS**      Member of Westerner Employees Association

**RATE OF PAY**      **\$15.00**

**TO APPLY**      Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for in the subject line to [HR@westernerpark.ca](mailto:HR@westernerpark.ca)

**This job description is not intended to be all inclusive. Personnel may perform other related duties as requested to meet the ongoing needs of the organization.**

**Thank you for your interest with Westerner Park. We look forward to reviewing your application.**

**Important Message:** We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until successful applicants are found.