



**SPECTRA**  
BY COMCAST SPECTACOR

<b>Job Title:</b> Suite Coordinator	<b>Venue:</b> Alerus Center
<b>Company:</b> Spectra	<b>Department:</b> Food & Beverage
<b>Reports to:</b> Banquet and Catering Manager	<b>Supervises People (Y or N):</b> Y
<b>Exempt or Non-Exempt:</b> Non-exempt	<b>Number of Direct Reports:</b> 2-5

**Job Summary:**

The Suite Coordinator is responsible for coordinating food & beverage in the suites. The Suite Coordinator must be personable and able to work in an ever-changing fast-paced environment. The employee must maintain excellent attendance and be available to work events as scheduled per business need.

**Essential Job Functions (including to but not limited to):**

- Manage POS system for suite level before, during, and after the event
- Assist in closing out financials per event and ensuring correct billing takes place
- Stock and manage suite cooler and pantry inventory
- Assign and manage servers during events
- Expedite food orders as they arrive
- Monitor and enforce safe alcohol policies and procedures
- Ensure all assigned suites are set prior to start of event based upon received orders
- Confirm that equipment is operable and clean prior to start of event
- Maintain sanitation, health and safety standards in work areas.
- Have full knowledge of food and beverage menu items and accompaniments
- Monitor and maintain inventory control and product requisition fulfilling
- Must show demonstrated ability to meet the company standard for excellent attendance
- Observing guests and respond to any additional requests
- All other duties as assigned by supervisors.

**Qualifications:**

- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.
- Ability to handle cash accurately and responsibly.
- Interpersonal communication skills
- Problem solving skills
- Dedication to providing the highest level of customer service to guests
- Positive and friendly demeanor

EOE, DFWP