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**TITLE:** Runner

**DEPARTMENT:** Food & Beverage

**REPORTS TO:** Director of Food & Beverage / Food & Beverage Operations Supervisor / Supervisor

**TYPE OF POSITION** Part Time, Hourly

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**MINIMUM QUALIFICATIONS:**

- Some completed High School
- Experience working in a casual dining or fast-food atmosphere helpful.
- Food Safe and Serving it Right certificates are considered assets but not required
- Must be able to work a fluctuating work schedule that will vary depending on events schedule (including days, evenings, weekends, holidays, etc.)

**KNOWLEDGE, SKILLS & ABILITIES:**

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Ability to stand for long periods of time (4+ hours)

**DUTIES & RESPONSIBILITIES:**

- Responsible for greeting guests and assisting guests with inquiries.
- Required to be familiar with all food & beverage supplies and menus at the facility.
- Ensures guest complaints are addressed or forwarded to a supervisor and/or manager.
- Assist staff in serving the guests in a prompt and courteous fashion including clearing tables.
- Maintains sanitation, health and safety standards in work areas.
- Responsible for cleaning, stocking and restocking of workstations and displays.
- Must show demonstrated ability to meet the company standard for excellent attendance.
- Performs other duties as assigned

**This job description is subject to change.**

**To apply for this position please either email your resume and application form to**  
Dawn Abram, Director of Food & Beverage at [concessions@abbotsfordcentre.ca](mailto:concessions@abbotsfordcentre.ca), or by person  
ATT: Dawn Abram – Director of Food & Beverage  
33800 King Road Abbotsford BC, V2S8H8