

Hostess/Host

Department: Food and Beverage

Reports to: Shift Manager

Hours: Flexible

Status: Full-Time Part-Time Exempt Non-Exempt

License Type: Slot General

Description of Duties:

- Greets guests in a warm and friendly manner
- Takes incoming telephone calls and maintain the reservation book
- Controls the flow in the dining room by seating guests in station rotation.
- Has general knowledge of the menu and ability to describe all items to guests, including daily specials.
- Knows all table numbers, stations and floor plans.
- Responds to guest inquiries/needs and communicates with appropriate staff member.
- Maintains open communication with Management and co-workers.
- Performs opening, running and closing duties, as assigned.
- Assists servers in pre-bussing and refilling beverages.
- Is responsible for cashier duties in restaurants.
- All other duties as needed.

Work Requirements:

- High School Diploma.
- 2+ years of previous experience working as a Hostess/Host.
- Must be able to obtain the appropriate state occupational license.
- Excellent communication and guest relations skills.
- Enthusiastic and energetic.
- Professional and Dependable.
- Fine dining experience is a plus.
- Must be able to stand for 8 hours.
- Will be required to work a flexible schedule which includes nights, weekends and holidays.