



Career Position Description

Title: HOST/HOSTESS

Reports to: Restaurant Manager

Summary of Position:

Welcome and warmly greet guests on arrival, addressing them by name whenever possible. Manage the efficient and timely seating of our guests to a table that best serves their wishes.

Duties & Responsibilities:

- Warmly and graciously greet all guests upon arrival.
- When possible, open the front door for guests entering or leaving the restaurant.
- When immediate seating is limited, record guest names and number of people in party and Provide guests with estimated waiting time.
- Call out name and number of party when tables become available.
- Accommodate special seating requests for guests whenever possible.
- Seat guest guests based on guest preferences and balancing of customer flow in service stations.
- Upon seating, offer guests a menu and inform them of their server's name. Inspect table for proper presentation and completeness.
- Relay messages to servers and bus persons as needed.
- Thank guests as they leave and invite them to return.
- Attends all scheduled employee meetings and brings suggestions for improvement.
- Such other tasks as required of management or leadership.

Qualifications:

- No previous restaurant experience required.
- Possess organizational and multi-tasking skills.
- Able to work well with others.
- Be able to work in a standing position for long periods of time.



- Be able to communicate clearly.
- Must have exceptional grooming habits.

The statements contained herein reflect general details as necessary to describe the principle functions of this position, the level of knowledge and skill typically required, and the general scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load, gain additional experience to further the individual's professional development.

Equal Opportunity Employer

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