

# Job Description

**Title:** HOSTESS / HOST

**Reports to:** Floor Manager

**Rate of Pay:** \$8.00 plus tips

## Summary of Position:

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Welcome and warmly greet guests on arrival. Manage the efficient and timely seating of our guests to a table that best serves their wishes.

## Duties & Responsibilities:

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- 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.
- Call out name and number of party when tables become available.
- Provide guests with estimated waiting time.
- Accommodate special seating requests for guests whenever possible.
- Seat 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 bussers as needed.
- Thank guests as they leave and invite them to return.
- Accurately record reservations.

## Qualifications:

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- No previous restaurant experience required.
- Be able to working in a standing position for long periods of time (up to 5 hours).
- Be able to communicate clearly and effectively in the predominant language(s) of our guests.
- Must have exceptional grooming habits.
- Punctuality and regular and reliable attendance.
- Honesty and Integrity

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_