

# Job Description

**Title:** HOST/HOSTESS

**Reports to:** Restaurant Manager / Shift Coordinator

## 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 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.
- Assist in clearing, cleaning, and resetting of tables
- Assist in running of food from kitchen as needed.
- Thank guests as they leave and invite them to return.
- Wear appropriate non-slip footwear.

## Qualifications:

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- No previous restaurant experience required.
- Be able to work in a standing position for long periods of time (up to 8 hours).
- Be able to communicate clearly and effectively in the predominant language(s) of our guests.

- Must have exceptional grooming and hygiene habits.
- Ability to operate a Point of Sale System.
- Must be at least 16 years of age or older.

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

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