

# Host / Hostess

## JOB DESCRIPTION

---

**Position Title:** Host / Hostess

**Reports To:** Food & Beverage Manager and Supervisor

---

### **Position Summary:**

The restaurant host/hostess is the first employee to interact with arriving guests as they enter the restaurant. The host/hostess must provide proficient and professional service to the guests by meeting and also exceeding their expectations. We have a fun and experienced team of staff and there would be an opportunity to move onto other roles in time if desired.

### **Essential Job Functions: \*including but not limited to\***

- Greet and welcome guests as they enter the dining room
- Seat guests and present appropriate menus
- Assist servers in running food and non-alcoholic beverages
- Assist in clearing tables, cleaning tables and resetting tables
- Moving tables and chairs to accommodate large groups
- Informing servers of tables sat
- Perform other duties as per Food & Beverage Manager or Supervisor

### **Job Requirements:**

- Must have a friendly demeanour and engaging personality
- Able to work days, evenings, weekends and holidays
- Ability to work well under pressure in a fast-paced environment and to work cohesively as part of a team
- Ability to follow directions and carry them out in a friendly and professional manner
- Willing to take initiative and desire to learn
- Ability to work productively during slower periods utilizing self initiative to keep busy
- Must be at least 16 years of age
- Remain on your feet for long periods of time