Downloaded from <https://www.velvetjobs.com/job-descriptions/front-of-house-staff>

# Example of Front Of House Staff Job Description

Our growing company is looking to fill the role of front of house staff. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for front of house staff

* Ability to work early or late hours holidays and weekends
* Welcoming and directing patrons
* Lobby and conference room set-up
* Scanning tickets
* Staffing concessions locations
* Assisting with volunteer usher management
* Take orders and work the POS system
* Extensive menu knowledge to answer all questions from guests
* Accurately put together and check carry out orders
* Interacts with guests in a positive and professional way

## Qualifications for front of house staff

* Ability to operate coffee equipment
* Ability to stand for up to 12 hours ability to lift up to 50 pounds
* Must be neat and tidy in appearance and abide by all uniform standards
* Willingness to do what is asked from the General Manager
* Some restaurant experience preferred but not required
* Ability to handle cash and process all forms of payment