



Example of Host/hostess Job Description

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Our innovative and growing company is searching for experienced candidates for the position of host/hostess. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for host/hostess

- Uphold our high sanitation and safety standards
- Create and nurture a fun family-oriented work environment
- Inspect the cleanliness of each section of the dining room and the private dining room and make necessary improvements check each table prior to opening to ensure its proper set
- Know the server stations, their daily assignments, their personal timing patterns and their maximum workload capacity
- Maintain a station chart and cover count for the restaurant
- Ensure you conform to the standards of service and personally ensure each guest receives the highest quality of service
- Seat reservations promptly at a table pre-set for the number in the party
- The Host / Hostess assists patients with appropriate food selections in accordance with diet prescription
- Works in partnership with other team members
- Provides customer focused care to the patients served

Qualifications for host/hostess

- Properly handle, prepare, transport and products
- Relate well to others using interpersonal savvy to foster two-way communication and develop effective relationships
- Requires the ability to follow written and verbal instructions

following classroom instruction

- Requires reading, writing, mathematical skills, and ability to operate a computer terminal
- Requires the ability to lift 30lbs and the ability to stand and walk for long periods of time