



## Example of Host/hostess Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our growing company is hiring for a host/hostess. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for host/hostess

- Take food and beverage to-go orders in our point of sales systems which relays orders to the kitchen and bar
- Receive and record reservations via Tock Tix or in person
- Checks patients' meals for accuracy and stocks nursing units with nourishment and menus
- Assists with marketing assigned community through emails, realtor office visits
- Review the reservation listing and make recommendations as to the set-up of the restaurant for the most efficient seating
- Be familiar with daily specials and be prepared to answer guests' questions
- Inspect all menus to ensure their condition and cleanliness
- Seat guests in a courteous and friendly manner and ensure any specials needs have been taken care of
- Utilize the 10'-5'-3' rule in all interactions
- Graciously greeting guests and informs guests, escorting them to their table

### Qualifications for host/hostess

- Maintain cleanliness and organization at the host stand and be able to manage special seating requests of guests consistent with table availability
- Must maintain an accurate, fair, and up to date waitlist, notifying guests when their table is ready
- Communication is crucial with this position, as the host must relay messages

- Hosts may assist with the duties of servers and bus persons as needed to maintain service effectiveness and efficiency
- Required to take DLC training upon hire
- Accept reservations for dining room guests