



Example of Host/hostess Job Description

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Our company is looking for a 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

- Assist service operations
- Create and nurture a fun, positive work environment
- Check menus to confirm they are current, clean, plentiful, and wrinkle-free
- Monitor dining rooms for seating availability
- Perform other job duties as requested by Supervisors
- Assign server sections for each shift
- Do a complete walk through the restaurant area and ensure all tables are set properly and dining area is clean
- Make sure music, lighting and heat is set to proper levels
- Create a welcoming presence as guests enter the restaurant by welcoming each guest as they enter the restaurant area (do not greet by asking how many
- Keep the cashier area, vending area, and courtyard area clean and visually appealing at all times

Qualifications for host/hostess

- Presents menus to guests and explains specials of the day, informs server of guest present at the table and returns to the lobby to greet guests, checks dining room for guests who are ready to leave, directs bussers to clean tables as needed by the guest volume and special needs
- Thanks guests when they are leaving, asks them to return, asks about their

- When closing, collects menus, inspects for cleanliness and prepares the station for the next day
- Performs duties that require standing and moving throughout the dining room for up to 8 hours or longer if needed
- Communicates with guests demonstrating confidence and encourages them to feel unique and special
- Performs side duties that include performing restroom checks, answering the telephone, training other hosts/hostesses, and handling cleaning compounds and chemicals, and other duties as required