



Example of Host/hostess Job Description

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Our company is looking for a host/hostess. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for host/hostess

- Ensure menus are clean, stocked, neatly arranged at all times
- To answer all phone calls within 5 rings or less while practicing proper phone etiquette
- Be prepared to answer questions about our food, beverages and other restaurant functions and services
- To ensure all guests are greeted and served by the server in an appropriate time frame
- Monitor room service orders through the completion of the room service tracking log, inclusive of satisfaction call back
- Receive all payments through operation of the Micros POS system
- Following up and assisting with opening and closing duties of the Dining Room
- Assists the Manager, Assistant Manager and Captains to ensure the smooth day to day operations
- Proactively manages the waitlist

Qualifications for host/hostess

- Successful applicants will possess a magnetism emanating maturity and confidence
- Our ideal candidate will comprise unsurpassed organizational skills with formidable communicative adeptness
- The candidate will be independent and will be able to work alone, organize and prioritize his/her tasks

where our guest's expectation rivals all others

- Must have alSmart Serve
- Knowledge of nutritional abbreviations, required