



Example of Host Job Description

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Our growing company is hiring for a host. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for host

- Seats guests in the proper station rotation in accordance to predetermined sections
- Expedites all incoming calls and ensures reservations are inputted into the reservations system
- Maintains his/her assigned area throughout the shift to ensure everything is acceptable to Tropicana Las Vegas and Southern Nevada Health Code Standards
- Meet & Greet Customers & Visitors and provide suitable refreshments
- Answer and manage telephone system
- Accurately record calls & visits and relay messages in timely manner
- Some invoicing & filing may be required
- Manage customer waiting area and showroom – customers & housekeeping
- Manages the Wait List when the restaurant is full
- Busses tables and provides guest assistance to servers

Qualifications for host

- Must be upbeat, outgoing and positive
- Ability to stand/walk and stay focused and alert for extended periods of time
- Ability to effectively communicate on the telephone
- Customer/guest service experience preferred
- Excellent communication and interpersonal skills both in person and on the phone
- Ability to stand/walk for extended periods of time and lift up to 35 lbs