

Host/Hostess

Host/Hostess responsibilities include greeting guests, providing accurate wait times and escorting customers to the dining and bar areas. Will also be responsible to answer phones and assist with takeout orders. For this role, you should have solid organizational and people skills to make sure our guests have a positive dining experience from the moment they arrive till their departure.

Responsibilities

- Welcome guests as they enter and thank them as they exit
- Provide accurate wait times and monitor waiting lists
- Manage reservations
- Escort customers to assigned dining or bar areas
- Coordinate with wait staff about available seating options
- Maintain a clean reception area
- Answer incoming calls and address customers' queries
- At times, may be responsible for cash handling and accepting payments efficiently and correctly
- Must be able to arrive to all scheduled shifts, on time and ready to work
- Take phone orders, package food, assist with clearing and resetting tables, refill drinks, and other duties directly related to assisting the customer
- Daily cleaning tasks, stocking, food preparation
- Adhere to company's grooming and attire guidelines
- Adhere to all policies and procedures.

Qualifications

- Previous work experience as a Host/Hostess not required
- Familiarity with health and safety regulations
- Demonstrable customer-service skills, is outgoing and able to always be polite
- Excellent communication skills (via phone and in-person)
- Strong organizational skills with the ability to monitor the entire dining and bar area
- Possess a valid California Food Handler Card which is ANSI approved
- Lifting, standing, walking and cleaning will be required
- Basic math and organization skills as well as cash handling experience
- Must be flexible and willing to work between 2-8 hours a day, based off business needs
- Weekend availability is required