

## **HOSTESS/HOST JOB AD:**

We are looking for an enthusiastic hostess/host to join our team. This person should have an outgoing personality.

### **Hostess/Host Job Description:**

A restaurant hostess is an individual who greets customers as they arrive at the restaurant and often is the last to say goodbye to them as they leave. The hostess job description for a restaurant hostess includes a wide variety of other tasks.

### **Hostess/Host Duties:**

- The hostess/host schedules dining reservations for guests in advance and as they arrive at the restaurant. Hostesses often have to make decisions about where a group will sit in the restaurant.
- The hostess/host directs and instructs the dining room personnel on customer needs to ensure customers receive fast and quality service from the moment they arrive.
- Should a party have special needs or request accommodations, the hostess ensures the group's requirements are met. This may include services needed for small children, as well as for individuals with disabilities or food allergies.
- The hostess/host greets guests as they arrive and take them to their seats. They also provide a menu and explain specials. They may answer immediate questions the patrons have. They may introduce the customers to their server.
- The hostess/host also inspects and maintains the dining facilities. They do by instructing the buss personnel and waiters. They may be required to spot cleanliness problems and to help clear tables to facility customer needs.

### **Requirements:**

- Computer literacy.
- Experience with Micros or OpenTable would be a plus.
- Positive attitude and excellent communication skills.