

The Nickel

Position Description

Position: Host/Hostess	Department: Food and Beverage
Status: Part Time	Reports to: Food and Beverage Management

Position Summary:

As a host or hostess you'll be responsible for many things. You'll need to cheerfully greet guests, take them to their table and provide them with silverware and a menu. You'll need to be able to monitor the table rotation and make sure that each member of the wait staff gets a fair amount of tables without giving them too many all at once. At the same time, you'll need to know which servers you can count on to take extra tables when you get slammed with customers. You'll also need to keep track of which tables are cleaned and available for new guests, and you may even be required to answer the phone, take reservations and in some cases take-out orders.

Essential Functions of the Job:

- As guests arrive, the host/hostess assesses the dining room and, if an accommodating table is available, escorts the guests to the dining room. Host/hostess are responsible to give the Chef and the Server any necessary information that is important about the guests. Upon returning to the station, hostesses also make any necessary changes to the dining room occupancy chart on Open Table.

Physical Requirements:

- Ability to carry heavy loads such as trays (40 pounds)
- Ability to pull heavy loads (300 pounds)
- Standing, bending, and stooping required.

Education, Experience, Skills:

- High school diploma or equivalent
- 2 years related experience preferred
- Basic knowledge of food, wine, and cooking methods
- Good command of English language
- Ability to work with people
- Neat appearance

Employee Signature _____ Date _____

Manager's Signature _____ Date _____

HR Initials _____