Title: Host
Reports To: General Manager, Manager, Key Employee (Manager-On-Duty)
Schedule Range: One half hour before opening to one hour after closing
Employment Type: Full-Time or Part-Time
Compensation: Hourly Wage, based on tenure and experience

POSITION SUMMARY
Welcome and warmly greet guests on arrival. Manage the efficient and timely seating of guests. Perform other duties as needed.

DUTIES & RESPONSIBILITIES
• Welcome and greet all guests upon arrival.
• When immediate seating is limited, record guest names and number of people in party.
• Call out name and number of party when tables become available.
• Provide guests with estimated waiting time.
• Accommodate special seating requests for guests whenever possible.
• Seat guests based on guest preferences and balancing of customer flow in service stations.
• Thank guests for their visit and invite them to return.
• Inform guests of daily specials and menu changes.
• Answer guest questions about our food, beverages, facilities and other restaurant functions and services in an accurate and friendly manner.
• Respond promptly and courteously to any guest requests.
• Answer and handle incoming telephone calls.
• Take reservations for groups.
• Assist with dining room operation as needed and/or directed.
• Complete opening and/or closing task checklists.
• Perform side work as required.
• Inform Manager-on-Duty immediately of any supply shortages or guest service issues.
• Perform other duties as assigned by the Manager-on-Duty.
• Report to work on time as scheduled, in uniform, and ready to work.
• Comply with all company policies and attend all scheduled employee meetings.

QUALIFICATIONS
• Possess excellent people skills.
• Be able to work effectively as part of a team.
• Be able to stand, walk, lift and bend for long periods of time.
• Be able to easily lift and carry up to 40 pounds.
• Be able to reach, bend and stoop.
• Be able to communicate clearly and effectively in English.