

# 1852

## GRILL ROOM

MACKINAC ISLAND

### Host(ess)

Responsible for greeting customers in a timely fashion, seating customers and all necessary side work. Service is the primary responsibility. A friendly, positive and courteous attitude toward customers and co-workers is necessary.

### Principal Duties and Responsibilities

- Responsible for opening and closing procedures
- Must be familiar with menu
- Must be familiar with daily specials and prices
- Responsible for filling out daily tip reports
- Punctuality
- Must maintain a neat, clean and professional appearance
- Other duties as assigned

### Knowledge, Skills and Abilities Required

- Must have excellent communication skills
- Basic math and reading skills
- Must be able to understand and carry out instructions
- Must be able to maintain a professional manner under stress

### Reporting Relationship

Reports to Food & Beverage Manager and other upper management

### Uniform Items Required to be Purchased before Arrival

Hostess

- Dress clothes – dresses, skirts, blouses, slacks, sweaters...

Host

- Dress clothes – dress shirts, ties, trousers, sweaters, blazers...