



## 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

- Tan shorts or pants
- White socks
- Athletic shoes