



## **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. Plain front. No Cargo styles.
- White socks
- Athletic shoes