**Job Description**

**Title:** Host

**Department:**  Food and Beverage

**Supervisor:** Manager or Supervisor on duty

**Position Type:** Hourly,Non-Exempt

**Division:** Food and Beverage

**Overview:**

Host is responsible for welcoming members and guests to a food service environment and ensuring that they are seated and receive attentive service. The host will also be responsible, in conjunction with the Manager / Supervisor on Duty, for maintaining a neat, clean, and presentable hostess area at all times.

**Essential Duties:**

1. Provide members and guests with a prompt, warm welcome.
2. Answer phones and schedule reservations as needed.
3. Ensure accurate wait time estimates.
4. Upon arrival, guide members and guests to their table.
5. Provide members and guests with menus and answer any initial questions they may have.
6. Optimize seating at different tables to ensure even workload for current wait staff.
7. Expected to maintain a positive, professional, success-driven, and customer service-oriented attitude at all times.
8. Take an active role in maintaining a neat, clean, and presentable hostess area at all times.
9. Enforce all rules and regulations of the facility and local health department.
10. Other duties as assigned.

**qualifications:**

1. High school diploma or GED equivalent preferred
2. Must have an outgoing and friendly personality and a clean, neat appearance.
3. Effective communication and interpersonal skills
4. A friendly and energetic personality with a service focus
5. Availability to work flexible shifts.