



PREDATOR RIDGE

Host / Hostess Part time Job Description

Purpose

Reporting to the Food & Beverage Manager, this part time position greets arriving guests, welcomes them into the establishment and seats them.

Responsibilities and Accountability

- Answer the phone in a prompt and professional manner.
- Learn and use guests' names.
- Book reservations and respond to all enquiries in a timely manner.
- Ensure that guests are greeted in a friendly and courteous fashion.
- Display a pleasant disposition at all times.
- Ensure the needs of waiting guests are met.
- Provide guests with sincere advice and obliging recommendations.
- Assist with 'to go' orders.
- Learn and promote the development's services, facilities, and amenities and be able to direct guests accordingly.
- Monitor the open dining sections of the restaurant for empty and cleaned tables.
- Manage the flow of customers.
- Track station assignments and seating rotation.
- Assist managers and supervisors with administrative duties.
- Maintain a stocked, tidy and clean work area at all times.
- Work as a contributing team member and act in a professional and respectful manner at all times.
- Comply with all standard operating procedures and policies of Predator Ridge Resort.
- Perform other related duties assigned by the management team.

Position Requirements

- Possess a positive attitude and work well with others.
- Be competent on the computer system.
- Must be able to take direction and work with minimal supervision.
- Must be able to lift heavy objects on a regular basis.
- Be able to work varying shifts.
- Must be able to stand for long periods of time.

This job description has been designed to indicate the general nature, essential duties and responsibilities of work performed by team members in this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications.