

Wisconsin Riverside Resort

Job Description

Job Title: Host

Department: Food & Beverage

Reports to: Dining Room Manager

Summary of Job:

You will greet customers as they enter and show them to their table or waiting area. You will also engage with customers to ensure their meal is as good as it should be. To do well in this role you should be comfortable standing for long periods and managing a very busy shift.

Qualifications:

A willingness to follow procedure, complete tasks in a timely, accurate, and efficient manner, maintain proper attendance, and comply with company policies. Must know and follow sanitary food handling procedures.

Physical Demands:

Long periods of standing, walking and lifting up to 25 pounds.

Duties and Responsibilities:

- Greeting customers and seating or putting them on a wait list.
- Providing customers with menus and answering any initial questions.
- Managing table rotation for even distribution for waitstaff.
- Knowledge of the menu and specials.
- Responsive to customer inquiries in a friendly courteous helpful manner.
- Observe all safety rules; employ safe work procedures when performing the job.
- Present a well-groomed professional appearance, including adhering to company uniform regulations and practice good personal hygiene at all times. Hair must be restrained at all times.
- Extend hospitality and courtesy to customers and other employees.
- Rearrange tables in dining room as needed to accommodate customers.
- Maintain and restock Salad Bar & Soup are throughout your shift.
- Maintain a neat and clean service station throughout your shift.