Position Title: Host/Hostess

Reports to: Senior Food and Beverage Manager

Essential Functions:

- Greets Members/Guests immediately with a friendly and sincere welcome. Remain calm and attentive, especially during heavy activity and emergencies.
- Pre-arranges seating charts for dining room.
- Assists Servers in delivering water and drink to guests if servers are unable to.
- Checks that dining room is clean and has no used utensils from previous evening of service, controls sound and lighting system for dining room.
- Escorts Members and Guests to assigned dining table checks to make sure table is properly set for service before leaving guests at table.
- Listens and responds to guest inquiries using a positive, clear speaking voice.
- Answers questions and offer assistance giving accurate information regarding outlet hours, other club services, directions to local attractions or function rooms, car rentals, air line shuttle service, etc.
- Familiar with Dress Code requirements.
- Suggestively sells daily specials to all members and guests.
- Performs all other duties as assigned by employer.

Qualifications and Skills:

Education: Any combination of education, experience or training that provides the required knowledge skills and abilities.

Experience: Previous Food and Beverage experience is preferred or customer service experience is preferred.

Additional Skills: Personable and professional demeanor is required. Ability to stand for long periods of time is required. Excellent organization, communication and attention to detail are preferred.