



Position	Division	Department	Payroll Status	Start Date	End Date
HOSTS, RESTAURANT AM&PM	F&B	TWENTY/20 GRILL & WINE BAR	Part Time AM & PM	now hiring	REGULAR

POSITION SUMMARY: Responsible for consistently delivering excellent dining experiences of guests while maintaining the quality standards and organization of the restaurant staff.

ESSENTIAL FUNCTIONS

- Control the flow of work in the room by seating guests in station rotation while maintaining guest lists and following and enforcing check issue procedures.
- Ensure servers are aware of their seated tables and are meeting their guests needs.
- Handle reservation book, take incoming telephone calls, note reservations and special requests by guests.

REQUIREMENTS:

- Basic math skills to accurately figure costs and make change.
- Ability to use eyes, hands, and fingers at the same time to operate an adding machine, calculator, or personnel computer.
- Display tact and courtesy when working with the public, guests, co-workers, and management.
- Ability to perform work that is routine and organized.
- Ability to make decisions based on information that can be checked or verified.

PHYSICAL DEMANDS: Light Work: Exerting up to 50 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists from 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or pushing and/or pulling of materials even though the weight of those materials is negligible.

QUALIFICATIONS:

- High school or equivalent education required.
- Valid Food Handlers Card or the ability to obtain prior to hire
- 1-3 year's previous serving experience
- Must be at least 18 years of age or older.

