

ETHOS VEGAN KITCHEN

JOB DESCRIPTION

HOST

Title:	Host
Reports To:	General Manager, Manager, Key Employee (Manager-On-Duty)
Schedule Range:	One half hour before opening to one hour after closing
Employment Type:	Full-Time or Part-Time
Compensation:	Hourly Wage, based on tenure and experience

POSITION SUMMARY

Welcome and warmly greet guests on arrival. Manage the efficient and timely seating of guests. Perform other duties as needed.

DUTIES & RESPONSIBILITIES

- Welcome and greet all guests upon arrival.
- When immediate seating is limited, record guest names and number of people in party.
- Call out name and number of party when tables become available.
- Provide guests with estimated waiting time.
- Accommodate special seating requests for guests whenever possible.
- Seat guests based on guest preferences and balancing of customer flow in service stations.
- Thank guests for their visit and invite them to return.
- Inform guests of daily specials and menu changes.
- Answer guest questions about our food, beverages, facilities and other restaurant functions and services in an accurate and friendly manner.
- Respond promptly and courteously to any guest requests.
- Answer and handle incoming telephone calls.
- Take reservations for groups.
- Assist with dining room operation as needed and/or directed.
- Complete opening and/or closing task checklists.
- Perform side work as required.
- Inform Manager-on-Duty immediately of any supply shortages or guest service issues.
- Perform other duties as assigned by the Manager-on-Duty.
- Report to work on time as scheduled, in uniform, and ready to work.
- Comply with all company policies and attend all scheduled employee meetings.

QUALIFICATIONS

- Possess excellent people skills.
- Be able to work effectively as part of a team.
- Be able to stand, walk, lift and bend for long periods of time.
- Be able to easily lift and carry up to 40 pounds.
- Be able to reach, bend and stoop.
- Be able to communicate clearly and effectively in English.