



Job Description

Job Title: Host/Hostess

Reports To: Restaurant Manager

FLSA Status: Non-Exempt

Department: Food and Beverage

Division: Restaurant

Summary: Greets guests, takes phone reservations, inputs reservations into computer, and seats guests by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Greets guests.
2. Seats guests.
3. Takes phone reservations.
4. Updates open table reservation systems.
5. Checks coats and bags.
6. Cleans host/hostess area.
7. Switches out menus.
8. Attends meetings.
9. Busses tables if it is slow at the desk.