

ButterBurr's Restaurant Position Description

Title: Host/Hostess

Department: Front of House

Reports To: Shiftily Supervisor and Management Team

Primary Responsibilities:

Greet all incoming and outgoing guest in a timely and friendly manner. Insure they are seated quickly and any special accommodations for the guest are made

Specific Functions and Duties:

1. Greet all outgoing and incoming guest in a timely manner
2. Make arrangements for guest specific needs. I.e., Boosters highchairs, ect
3. Utilize a wait list accurately when needed
4. Complete daily cleaning and side work as assigned
5. Assist busses and service staff to help guest needs, I.E, buss and wipe down table help get drink ect
6. Guest interaction, help maintain and create an efficient friendly and upbeat environment

Qualifications Standards:

1. Ability to transport objects up to 20 lb (such as highchairs) up to 20 times per day
2. Reading, Writing, Basic math and verbal communication skills required
3. Ability to stand on our feet for prolonged periods of time, Mobility is required during entire shift
4. Transport glass racks silverware tubs and other items up to 25 lbs up 15 times per shift
5. Ability to pick up debris on floor and wipe down counters and tables threw out the shift

Physical:

1. Must be able to maintain mobility in a fast paced environment for up to (4) hours in length
2. Have good coordination and balance skills
3. Must have good communication skills and listening skills to address guest needs.

Please answer the following question then sign and date on the line below

Can you, with or without reasonable accommodation, perform all o the job functions of this job?

Yes / No

Employee signature/Date