



Job Description

Job Title: Wayzata Bar & Grill Host (Part-Time)

Department/Division: Liquor Operations

Supervisor's Title: Restaurant Managers

Exempt/Non-exempt: Non-Exempt

Position Objective

The Host of the restaurant is the first person our guest encounter when entering the establishment and the last person to make an impact before leaving. The Host will greet and seat each guest to ensure the highest level of customer service so our guests will want to return again and again. Provide friendly, attentive, and timely service to create an exceptional dining experience for all of our guests.

Duties

- Greet guests personally and on the telephone
- Provide appropriate seating arrangements
- Ensure the quantity of menus is sufficient and are clean for all guests.
- Notify manager-on-duty of reservation arrangements
- Maintain clean and organized spaces during lunch and dinner service.
- Working with staff to set up tables for large parties
- Maintaining the cleanliness of the exterior and interior lobby of the restaurant as well as the public restrooms during peak service
- Attends all scheduled employee meetings and brings suggestions for improvement
- Notify manager-on-duty any time a guest is not 100% satisfied with their experienc.

Qualifications:

- Must be 16 years of age
- Must possess a positive attitude and work well with other team members
- Be able to work in a standing position for long period.
- Be willing to follow direction and ask questions for clarification if needed
- Be able to work in a fast-paced restaurant environment
- Must be able to pass a criminal background check

Uniform Requirements:

- Tasteful business casual attire may be worn for all hosts at the discretion of the manager on duty.
- Long hair must be pulled back and restrained.

Physical/Mental demands of the work environment:

- This position involves work inside, on uneven ground, on slippery surfaces, alone, with others, around others, and in contact with the public.
- Employee may be exposed to noise, moving objects, heat, extreme heat, cold, extreme cold, wetness, humidity, and marked changes in temperature.
- Activities that occur frequently (from 4 to 6 hours/day) are walking, problem solving, communicating verbally, using interpersonal skills, and time management.
- Activities that occur occasionally (from 1 to 3 hours/day) are sitting, standing, climbing staircases, handling, smelling, using analytical ability, communicating in writing, using organizational skills, concentrating, using creativity, and working with interruptions.
- Activities that occur occasionally (from 1 to 3 hours/day) are bending, stooping, crouching, kneeling, twisting, climbing heights, reaching straight, above, and below shoulder level with both shoulders individually or at the same time, fine manipulating, using sense of touch. Repetitive movements of the hands are sometimes required. Carrying, lifting and moving objects up to twenty-five (25) pounds sometimes required, with a maximum of seventy-five (75) pounds infrequently required. Part of the workday may be spent outdoors, i.e. Patio

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