



JOB TITLE: Host / Hostess
DEPARTMENT: Food & Beverage
REPORT TO: Food & Beverage Manager
DATE REVISED: March 27, 2023
CLASSIFICATION: Non Exempt; part-time

JOB STATEMENT/PURPOSE:

The host / hostess greets guests and seats them at tables, helping to prepare tables for service by bussing, setting menus, and setting waters

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide prompt, courteous, and professional service to customers
- Welcome guests to the restaurant
- Provide accurate wait times and monitor waiting lists
- Manage reservations, ensuring tables are saved for upcoming reservations
- Escort customers to assigned dining or bar areas
- Provide menus and waters
- Coordinate with waitstaff or managers about available seating options
- Maintain a clean and organized reception area
- Assist waitstaff as needed

JOB SPECIFICATIONS:

- Some experience in customer service helpful but not required
- Must be at least 16 years old
- Must have current Municipality of Anchorage Food Handler's Card
- Must be able to stand and walk for long periods of time
- Must have a cheerful and outgoing personality

OTHER RESPONSIBILITIES:

- Follow safe and proper procedures in the course of daily work
- Perform opening and closing duties as appropriate
- Arrive on time and demonstrate effective time management
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned
- Comply with applicable sanitation, health and personal hygiene standards