



## Job Description - Host

The Host position will have as many as five shifts per week plus on-site events. Weekend and holiday availability is mandatory. We are looking for someone with a positive attitude who is polite, outgoing and eager to learn. Our expectations for a standard shift include:

- Arrive on time for every shift, dressed professionally
  - Review all phone messages on the Food and Beverage phone line and respond to all requests for dining reservations. Forward any appropriate calls to the F&B manager.
  - Answer incoming dining calls during your shift and respond appropriately to reservation requests.
  - Assign all tables in the OpenTable reservation system for each dinner service following all flow, volume and server station guidelines.
  - Prepare the front podium with clean menus and request replacements as necessary. Check to ensure breakfast menus are clean and ready as well.
  - Assist in the setup of the dining room as time allows to include but not limited to napkin folding, candle replacement, etc.
  - Ensure that all tables are set appropriately for guests prior to their being seated and correct any deficiencies.
  - Ensure that all table turns are set and ready in a timely manner, in coordination with servers and back servers (if present).
  - Learn specials and menu changes
  - Greet and seat guests as they arrive, in conjunction with the F&B manager, warmly and genuinely.
  - Escort guests to tables, inquire about water service and notify servers of any special information such as a birthday, anniversary, dietary requirements, etc.
  - Thank all departing guests and invite them to return.
  - Ensure all OpenTable reservations are closed-out in an appropriate manner.
  - All other duties as assigned by Edson Hill Management.
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- Qualifications and skills:
    - Passion for culinary technique, creative cuisine and fresh, local ingredients
    - The ability to quickly develop familiarity with food and beverage menus
    - Fine dining, wine and beer experience a plus but not required
    - Excellent communication skills and a positive attitude
    - A passion for exceptional customer service
    - Responds well to direction, shows initiative and is a great team player