



**JOB TITLE:** Host/Hostess

**Starting Wage:** \$14 + (Plus tips)

**REPORTS TO:** Front of House Manager & Owner

### **POSITION SUMMARY:**

**We are looking for a Host/Hostess who is friendly, a team player and has wants to get into the industry. To succeed in this role, you will need to have a positive attitude and the ability to work well under pressure with fellow servers, cooks, and other staff.**

### **Responsibilities:**

- Greeting guests as they enter and putting them on a waiting list as necessary.
- Providing guests with menus and answering any initial questions.
- Seating guests.
- Assigning guests to tables they prefer, while keeping table rotation in mind so that servers receive the right number of customers
- Answering phone calls, taking reservations and answering questions.
- Helping out servers in the restaurant as needed (delivering drinks & food, bussing tables, etc.)

### **Requirements:**

- No experience needed. We will train you!
- A positive attitude and ability to work well under pressure
- Able to perform high-quality work while unsupervised..
- Ability to work in a fast-paced work environment and deliver orders in a timely manner.

### **Personal Contributions**

- Be friendly, smiley, sociable and welcoming to our customers.
- Remain calm, patient and polite, if receiving feedback.
- Be helpful and go out of your way to help our customers if required.
- Be motivated and take initiative. See beyond your minimum requirements. This will aid in wage increase or job promotion.
- Demonstrate a passionate commitment to the business.
- Welcome and embrace change, with a positive attitude.
- Work towards being able to work unsupervised in a busy environment.
- Work towards being able to prioritize tasks/prep
- Be honest, reliable and punctual. Please come to work at your scheduled time and be ready to work.
- Be respectful and professional

### Essential Employability Skills

- Ability to work well under pressure and in a fast-paced environment
- Excellent written and oral communication skills
- Willingness to work a flexible schedule
- Experience with delegating tasks and maintaining fast speed of service

### How to Apply:

Interested applicants can apply with cover letter and resume via email to Rebecca [info@rebeccasrestaurant.ca](mailto:info@rebeccasrestaurant.ca) indicating "Host/Hostess Position" in subject line.

We'd like to thank all applicants for their interest but will only be responding to those selected for interview.