JOB DESCRIPTION

POSITION TITLE: **Executive Host/Hostess**
DEPARTMENT: Fine Dining
SALARY: DOQ
POSTING DATES: **Until Filled**

Position Summary: The Executive Hostess works to assure an excellent Dining experience and guest satisfaction. Professionalism is expected at all times. He/She will create a positive working environment. A liaison between the guests, wait staff, Executive Chef and Food and Beverage Director. He/She assures proper presentation of all Food and Beverage operations in the Fine Dining Restaurant. Provides support to the Department and Shift Managers. Is under the direct supervision of the Executive Chef.

Essential Job Functions: *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Training of all wait staff and cashiers
  - Proper phone etiquette
  - Table and service etiquette
  - Personal appearance and hygiene
  - Customer service
  - Agilysys System usage
- Assures proper table setting
- Responsible for all reservations
- Handles all item/check refunds and completes proper documentation.
- Assures Guest satisfaction (food quality and service)
- Maintains Fine Dining atmosphere (appearance, lighting and music).
- Assures that all wait staff and cashier duties are completed correctly.
- Other duties as may be assigned.

Job Requirements:
Education, Experience, and Certifications:

- High School or G.E.D. is required.
- Three years experience as an Executive Hostess for a Fine Dining Restaurant.
- Three years experience as a waitress/waiter for a Fine Dining Restaurant.
- Excellent guest relations, communication skills and pleasant personality is a must.
- Physical requirements, able to stand 8 hours at a time and lift 40lbs.

Employment Status:
This is a full-time, non-exempt position with full benefits. Application Native American preference applies.