

Jackson Hole Mountain Resort

JOB DESCRIPTION

POSITION Host/Hostess

REPORTS TO: Restaurant Manager

DATE:

DEPARTMENT: F&B Bridger

Restaurants/Couloir

CLASSIFICATION Hourly

FLSA STATUS: Non-Exempt

General Purpose

Greet and seat customers

Maintain organization of restaurant through assigning tables to appropriate server

Take reservations

Make sure menus are ready and presentable

Maintain cleanliness of restaurant

Assist other members of restaurant team

Provide excellent customer service by meeting and exceeding guests' needs

Complete all side work tasks including stocking and cleaning

Work as a team to make restaurant run smoothly

Essential Functions

A firm understanding of the pace of the restaurant

Able to identify menu items

Operate cash register/computer to record all transactions

Able to work well in a stressful and fast-paced work environment while maintaining a high level of customer service.

Other Functions

Keep restaurant tidy

**Employees are held accountable for all duties of this job*

Job Qualifications

Knowledge, Skills & Ability

Basic knowledge of menu including preparation techniques and ingredients

Attendance of all menu and service classes

Cash handling or register experience

Computer experience and/or willingness to learn

Ability to concentrate while being distracted by other concerns

Able to function and multi-task in a face paced environment

Heavy lifting to 50 lbs

Education or Formal Training

High school diploma or equivalent

Experience

Restaurant experience

Computer experience preferred

Material and Equipment Directly Used

Point of sale terminal

Working Environment/Physical Activities:

POS Terminal

Miscellaneous food preparation and storage equipment

Heavy lifting to 50lbs

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.