



**Job Title:** Event Host  
**Department:** Events/Front of the House  
**Reports To:** Events Director/Management Team

**Position Type:** Hourly  
**Travel Required:** None

**Company Overview:**

Since 1938 Bowlmor Lanes has been a destination for influential Americans from Richard Nixon to Michael Phelps. This innovative company that created the concept of upscale bowling is growing and evolving. Are you ready to be a star in our future?

Bowlmor Lanes provides a full sensory entertainment experience through interactive nightlife, exciting special events, extraordinary service, and gourmet food and beverage. Thrive in a culture of self-motivated, passionate people who have created a successful, team-oriented work environment. In an organization where every voice counts, Bowlmor's supportive structure provides an opportunity for personal and professional development through organic growth and internal promotions.

**Position Description:**

The Events Host is responsible for ensuring that all events clients are extremely satisfied throughout their party, constantly exceeding guest expectations by proactively anticipating their needs, beginning with the set up process prior to the event. Events Host are also responsible for identifying and selling, food, beverage, and experience extension opportunities to be added onto events

**Major Areas of Responsibility:**

- Gathering all essential event and staffing information prior to event start
- Communicating with managers, chefs, and service staff about event timing and any special requests
- Oversee the set up of all tables/areas and supplies
- Create a personal connection with the event contact while ensuring that all of his/her guest needs are exceeded
- Oversee service of food and beverage
- Assist with programming names, explaining safety precautions, and any other bowling related functions
- Suggestively sell "extensions" to the pre ordered event party food, beverage, and/or experience package
- Ensure the ending of the event is a pleasant experience
- Maintain and clean and organized work area
- Ensure guests leave eager to return always extending a friendly farewell

**Job Requirements:**

- Must be willing to work a variety of day, night, and weekend shifts
- Must demonstrate the ability to work under pressure while multitasking
- Extremely friendly
- Must be able to read, write, and have strong communication skills in the English language
- Must possess a positive service orientated attitude towards all guests and employees
- Must be able to move around the venue quickly and easily
- Must be able to speak clearly and listen attentively to teammates and guests, occasionally in a loud environment
- Must have the ability to bend and lift objects frequently weighing up to thirty (30) pounds

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*