



**Title:** Restaurant Host  
**Reports to:** Assistant General Manager/FOH Supervisor  
**Job Classification:** Part Time & Full Time Hourly - Non-Exempt

### **Job Description**

As a team member of The Waterfront Restaurant and Tavern, your job is to fulfill our mission, be part of our vision, and work in support of our philosophy while fulfilling the job responsibilities listed below. This position is an integral role in meeting the expectations we hold for ourselves, as well as those our guests hold for The Waterfront. Creating an exceptional dining experience for customers are the expectations of this position.

You will be paid competitively with opportunity for additional benefits. Your success will be measured through favorable reviews and your ability to meet stated objectives.

### **Job Responsibilities**

- Welcome guests, and seat them at tables in dining room, tavern, or patio, or direct guests to desired location
- Take reservations and confidential credit card information as needed
- Promote and process gift cards
- Assist guests with personal requests such as arranging for transportation and/or providing local resources information
- Be a resource for all guests or potential guests by providing information regarding TWF functions, menus, events, etc.
- Ensure restaurant and surrounding areas are aesthetically pleasing and kept to high standards for TWF, including dining room, tavern, waiting area and restrooms
- Serve as reception station for TWF non-restaurant visitors (new hires, etc.)
- Adhere to grooming and appearance standards
- Attend all employee meetings and trainings beyond scheduled shifts as required
- All other related responsibilities assigned by management

### **Other Skills & Abilities**

- Ability to work well with others
- Have basic knowledge of service standards, guest relations, and etiquette

### **Physical Requirements**

- Requires grasping, writing, standing, sitting, walking, repetitive motions, bending, listening and hearing ability and visual acuity
- Prolonged standing

*This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee. Further, this job description is a living document and intended to evolve as the company and position needs evolve.*

### **Signatures**

Employee: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_