



JOB DESCRIPTION: Host/Hostess

POSITION: Host/Hostess

Reports to: AGM/Food and Beverage Manager, Captains

Job Summary (Essential Functions)
Greets Members and guests. Sets tables

Job Tasks/Duties

- Sets tables according to floor plan
- Sanitizes all tables and chairs between use
- Greets and seats all Members and guests
- Ensures all guests have water at all times
- Continuously stock silverware and glasses for service
- Serve hors d'oeuvres, upon guests' arrival for banquets
- Remove dirty dishes and utensils from tables
- Inform restaurant staff about customers' feedback or requests
- Additional duties as requested from Club House Manager and Food and Beverage Manager

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment.
- Able to work flexible schedule that includes weekends, holidays and split shifts.