



Host/Hostess Job Description:

Job Type: Part-time

Job Summary

Z's Main Street is looking for an enthusiastic Host or Hostess to join our team and be the first point of contact for our guests. Host/Hostess responsibilities include greeting guests, providing accurate wait times, and escorting customers to the dining and bar areas. For this role, you should have solid organizational and people skills to make sure our guests have a positive dining experience from the moment they arrive till their departure. You should also be available to work in shifts.

Demonstrate genuine hospitality and delivering exceptional guest services in the restaurant area, including:

- Welcome guests to the restaurant.
- Provide accurate wait times and monitor waiting lists.
- Escort customers to assigned dining or bar areas.
- Provide menus and announce Waiter/Waitress's name.
- Coordinate with wait staff about available seating options.
- Answering phone calls, answering questions, assist customers with take-out orders.
- Assists wait staff as needed.
- Maintains menu presentation by keeping menus clean and sanitize.
- Attendance at all scheduled meetings.

This list of essential functions is not exhaustive and may be supplemented, as necessary.

Job Qualification

- Minimum age requirement of 18.
- High school degree or GED preferred.
- Cash handling experience with ability to accurately add, subtract, multiply, and divide numbers.
- Excellent communication skills (via phone and in-person)
- Strong organizational skills with the ability to monitor the entire dining and bar area.
- Able to interact professionally with other Customers and Team Members.
- Flexible schedule, including nights, weekends, and holidays.