Responsibilities

1. **Greet guests warmly and make them feel welcome.**

This is your first chance to make a good impression, so make sure you're smiling and friendly.

1. **Take reservations and manage the waitlist.**

Be sure to keep track of who's on the waitlist and how long they've been waiting.

1. **Seat guests appropriately**.

Consider the size of the party, the type of table they requested, and the overall atmosphere of the restaurant when seating guests.

1. **Provide excellent customer service.**

Be attentive to guests' needs and make sure they have everything they need for a enjoyable dining experience.

1. **Handle complaints and concerns in a professional manner**.

If a guest is unhappy with something, be sure to listen to their concerns and try to resolve the issue quickly and efficiently.

1. **Maintain a clean and organized work area**.

This includes the hostess stand, the waitlist, and the dining room.

1. **Friendly and outgoing personality.**

You'll be interacting with guests all day long, so it's important to be someone who people enjoy being around.

1. **Excellent communication skills.**

You'll need to be able to communicate effectively with guests, staff, and management.

1. **Strong organizational skills.**

You'll need to be able to keep track of reservations, the waitlist, and seating assignments.

1. **Ability to work under pressure**.

Fine dining restaurants can be busy and hectic, so you need to be able to stay calm and focused under pressure.

1. **Attention to detail.**

**You'll need to be able to pay attention to the little things, such as making sure guests are seated at the correct table and that they have everything they need for an enjoyable dining experience.**

**Side Work**

**Menu Inspection:**

Ensure menus are clean, presentable, and up to date.

Report any discrepancies or damages to management.

**Assist with Coat Check:**

Manage the coat check area, assisting guests with their belongings.

Keep track of checked items and return them promptly upon request.

**Cleanliness and Organization:**

Keep the hostess station and surrounding areas clean and organized.

Assist in maintaining the overall cleanliness of the dining area.

**Closing Duties:**

Assist in closing procedures, such as cleaning, organizing, and preparing for the next day.

Ensure all side work tasks are completed before the end of the shift.

**Team Communication:**

Communicate effectively with fellow staff members regarding any relevant information.

Foster a positive and cooperative work environment.

Hours of Operation

Monday: CLOSE

Tuesday, Wednesday, Thursday

* Happy Hour: 4PM – 6PM
* Dinner: 5PM – 10PM

Friday, Saturday:

* Lunch: 11AM – 3PM

Happy Hour: 3PM – 11PM

* Dinner: 5PM – 11PM

Sunday:

* Brunch: 11AM – 3PM (NO LOLLY’S)

Events Information

CHEF’S TABLE

\*Holds up to 14 people, must have a minimum of 4.Costs $250 per person & includes 8 set courses. Is about a 3-hour long experience. Price does not include beverages, gratuity, or taxes.

LOUNGE RENTAL

Perfect for a private cocktail hour & small bite.

\*Holds 30 people, $2000 minimum includes Bar Menu Lolly’s & beverages.

Gratuity & taxes not included.

PRIVATE DINING ROOM

\*Holds 12- 28 Guests. $2000 minimum for lunch & $3000 minimum for dinner. Taxes and Gratuity are not included.

\*Must choose from our set menu options.

\*ANY MENU CHANGES (OUTSIDE OF THE CHEF’STABLE EXPERIENCE) MUST BE APPROVED BY OUR CHEFS

\*YOU MAY BRING A CAKE BUT THERE IS A $5 CAKE FEE PER PERSON.

ABSOLUTELY NO PRIVATE EVENTS ON FRIDAYs AND SATURDAYs DINNER