

HOSTESS/CASHIER



GENERAL DESCRIPTION

The host and cashier are the first and last face that the customers see. Hosts and cashiers check in and check out the customers. A host and cashier supervises and coordinates the operations within our restaurant.

PRIMARY FUNCTIONS

- Providing excellent customer service
- greets customers as they arrive
- Say goodbye to customers as they leave.
- The hostess schedules dining reservations for guests
- Make decisions about where a group will sit in the restaurant.
- Should a party have special needs or request accommodations, the hostess ensure the group's requirements are met.
- Take customers to their seats.
- They also provide a menu
- Answer immediate questions the patrons have.
- Spot cleanliness problems and to help clear tables to facility customer needs.
- Ensure customer enjoyed their meal and dining experience
- Process payment
- Make change for customer / staff
- Answer phones and take phone orders
- Answer any questions that customer may have
- Any additional duties assigned to them by management

REQUIREMENTS

- Fluent in English
- Ability to lift 50 pounds
- Team player, coachable, hardworking, and enthusiastic
- Ability to use cashier register and credit card processor
- Ability to cashier effectively and efficiently
- Ability to multitask

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.