



# HOST

We are looking for a customer-focused Host to join our team! You will be welcoming guests, seating them in the restaurant, and helping ensure they enjoy an exceptional dining experience.

You are a natural people person who can quickly build rapport with guests and create a welcoming atmosphere. Detail-oriented and able to manage multiple priorities, you rely on your excellent organization and communication skills to bring your best each day for yourself, restaurant staff, and guests.

## **Responsibilities:**

- Greet guests and seat them at tables or in waiting areas.
- Farewell to guests, thank them for coming.
- Provide guests with menus according to the day/meal period.
- Assign patrons to tables suitable for their needs and according to rotation so that servers receive an appropriate amount of seating's.
- Inform guests of any wait times set by manager on duty.
- Manage the flow of guests into the dining and bar areas, ensure an appropriate farewell when guests leave.
- Operate cash registers to accept payments for food and beverages.
- Answer the phone according to Chicho's Phone Procedures.
- Take to-go orders when necessary or direct them to the bar if instructed by manager on duty.
- Keep the host stand neat, tidy, and presentable for guests.
- Perform opening, ongoing, and closing duties according to checklist. Must get checked out by manager to be clocked out.

## **Qualifications:**

- Previous restaurant hosting or serving experience preferred .
- Friendly and customer-focused personality.
- Ability to articulate clear greetings and farewells to guests, as well as being able to understand requests for assistance.
- Ability to clearly communicate guests' needs to Servers, Support Staff, Managers, etc.
- Ability to effectively communicate on the telephone.
- Must be able to carry trays or supplies (10-30 lbs.)