



Host/Hostess

Hours:

Various Shifts Available:

- Tuesday thru Friday 4:00pm-9:00pm or 5:00pm-10:00pm
- Monday through Friday from 10am to 4pm

Job Summary:

The Host/Hostess is responsible for greeting and seating customers and presenting them with clean menus. In our quest to become the leader in the industry, it is paramount that this position provides superior service to the guests.

Responsibilities include but are not limited to:

- Greet and seat customers, controlling the flow of the restaurant.
- Answer all incoming phone calls and provide information about our property.
- Provide assistance to the restaurant staff and Food & Beverage Manager as needed.
- Handle online reservation book in Open Table.
- Perform general clerical tasks as needed.

Position Requirements:

Basic computer skills.

Ability to handle guests concerns in a polite and courteous manner.

6 months relevant restaurant experience as a host/hostess

Ability to maintain composure under pressure.

Arroyo Trabuco Golf Club is an Equal Opportunity Employer