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Job Title: Restaurant Host

Department: Restaurant

Responsible For:

Responsible to: Restaurant Supervisor

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Hours of Work: To business requirements

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Main Duties Include:

To assist the Restaurant Supervisors in ensuring the correct and efficient running of the Restaurant and a high level of guest service.

Responsibilities

- To meet and greet guests
- Taking orders
- When required advise the management of the need to hire items to aid a future booking
- To maintain a clean environment at all times in the Restaurant.
- Implement creative up selling of both beverage and food.
- To assist the Restaurant Supervisors to establish an efficient, friendly and quality service
- To be fully conversant with wine lists and menus including the ingredients used and method of production.
- To establish excellent working relationships with hotel department heads and hotel staff.
- To attend all staff meeting as required.
- To fully understand the hotel policies, procedures and licensing laws.

- To monitor service, ensuring standards are being adhered to, be available for guest comments and ensure that all guests' comments are recorded.
- To make sure all Restaurants tables are correctly dressed within keeping of Coombe Abbey.
- To ensure that all menus are presented in a clean presentable manner.

Personal

- All personnel to abide by the standard of uniform presentation and dress code stipulated by the company
- To ensure the working environment is hazard free and that working practises are in line with health and safety policy

Occasional Duties

- To fulfil any reasonable tasks requested by other managers
- Where possible to think of ways in which to improve the quality or service.