



<b>Job Title:</b> Intern- 1 /Host / Hostess/ Server Assistant	<b>Department:</b> 405
<b>FLSA Status:</b> Hourly Non-Exempt	<b>Salary Range:</b> \$9.00 to \$10.00
<b>Reports To:</b> Food & Beverage Management	<b>Issue/Revision Date:</b> July 20, 2018

**Essential Function:**

- Performs duties as greeter of Spring Run Golf Club members and their guests.
- Answers F & B phone pleasantly and promptly.
- Knowledgeable of all menus and hours of operations.
- Inputs all reservations into Member's First.
- Assists with special event décor.
- Helps front of the house staff when needed.
- Works closely with a floor plan to seat members at their tables.

**Nature of Position:**

- The first person that Members/Guests sees before entering the dining experience. **Must be** welcoming and understanding.
- The nature of this position requires the individual to spend long periods of time on their feet, walking, standing or stooping and lifting.

**Qualifications:**

- Ability to lift and carry up to 50 pounds.
- Well groomed and professional appearance and behavior must be maintained.
- Able to maintain a calm and collected demeanor while multi tasking.
- A good eye to foresee problems that may arise.
- Must learn Northstar POS system and Member's First.

**Success Characteristics and Requirements:**

- Able to help in all aspects of front of the house operations.
- Able and willing to help bartenders and wait staff as needed.
- Learn member's names and address them by their last names.

**Necessary Personal Characteristics:**

- Jovial personality.
- Pleasant phone voice.
- Able to take "to go" orders.

**Principle Activities:**

- Greet Members/Guests with proper sir name and title.
- Escort diners to specified table, present menus and immediately notify server guests are seated in his/her station.
- Available to assist service staff during peak periods.
- Assist Food & Beverage management staff when assigned specific duties.

**EEO Category**

- Service Work

## Receipt / Acknowledgement

I have received a copy of my job description and have read or had it read to me. If I have any questions regarding this job description, I understand that it is my responsibility to ask my immediate supervisor or a member of management.

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Date

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Employee Signature

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Employee Name Printed

**To Supervisor:** Following the employee's signature, forward to HR to be placed in employees personnel file