



Job Title: Intern-2 /Host / Hostess/Events	Department: 405
FLSA Status: Hourly Non-Exempt	Salary Range: \$10.00-\$11.00
Reports To: Food & Beverage Management	Issue/Revision Date: July 22, 2018

Essential Function:

- Answers F & B phone pleasantly and checks messages in a timely manner.
- Knowledgeable of all menus and hours of operations.
- Inputs reservations into *Member's First*.
- Works closely with a floor plan to seat members at their tables.
- Creates buffet signs when needed.
- Helps front of the house staff during peak times when available.
- Uses creativity to help plan events and event themes.
- Assists with special event décor and set up.

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.
- Eager to help managers, server assistants, bartenders and wait staff as needed.
- Learn member's names and address them by their last names.

Necessary Personal Characteristics:

- Outgoing personality.
- Pleasant phone voice.
- Able to take "to go" orders.
- Must be able to manage time wisely.

Principle Activities:

- Must use creativity to plan 1 new event from the start to finish.
- Assist managers with planning member events, weddings and outside events.
- Create BEO's for outside events and member events.
- 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.
- 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.

Date

Employee Signature

Employee Name Printed

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