

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION:	Hostess/Host
DEPARTMENT:	Food & Beverage
STATUS:	Full-time/Part-time
RATE:	\$14.35 p/hr + <i>Tips</i>
SHIFT:	Days/Swings
REPORTS TO:	F&B Supervisor
SUPERVISES:	N/A

JOB SUMMARY:

Greets customers. Finds a suitable table for the number of guests. Acts as cashier. Performs to-go orders

ESSENTIAL JOB FUNCTIONS:

- Greets and seats customers, practicing positive customer relations.
- Assigns table to service staff.
- Keeps hostess area stocked, clean, and presentable, and take inventory when requested.
- Cleans menus.
- Assists Server Assistant (bussers) or other restaurant employees when necessary.
- Performs other job related duties as assigned.
- Performs duties of cashier, making change and handling cash.

MINIMUM QUALIFICATIONS:

- Previous customer service experience in hospitality industry preferred.
- Previous money handling /cashiering experience preferred.
- Must have self-direct learning, or related field.
- Good character, motivated, hard working.
- Ability to work well with customers and co-workers.
- Team player.
- Professional appearance / behavior.
- Positive attitude & interpersonal skills
- Good communication skills and phone etiquette.
- Flexibility when working alternating shifts.
- Ability to stand for long periods of time
- Ability to work in fast paced environment.
- Obtain health certificate
- **Weekends & Holidays Mandatory**

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physical mobile to stand for 45% of work time and walk for 45% of work time.
- Must have bending mobility to reach, kneel, twist and grip items while working at hostess station.
- Read, write, speak and understand English.
- Must be able to lift up to 10 pounds and carry up to 10 pounds.