

# Mazatzal Hotel & Casino

## JOB ANNOUNCEMENT

<b>POSITION:</b>	Hostess/Host
<b>DEPARTMENT:</b>	Food & Beverage
<b>STATUS:</b>	Full-time/Part-time
<b>RATE:</b>	\$13.85 p/hr + <i>Tips</i>
<b>SHIFT:</b>	Days/Swings
<b>REPORTS TO:</b>	F&B Supervisor
<b>SUPERVISES:</b>	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.