



13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Host/Hostess
Department: Food & Beverage
Reports to: FOH Director/ Supervisor(s)
Pay Range: Grade 1/\$9.00 - \$10.95
Opening Date: August 22, 2017
Closing Date: Until Filled

Basic purpose or function: The Host/Hostess plays a very influential role in the success of the restaurant. The Host/Hostess controls the flow, sets the mood, and creates a lasting experience in the minds of our guests. The Host/Hostess must help the service team whenever possible. If necessary the Host/Hostess must be capable of bussing tables (especially during lunch and dinner rushes), getting drink orders, running food to the tables, & accepting payment from guest(s).

JOB RESPONSIBILITIES:

- To greet guests following the approved manner as they enter the restaurant and escort them to the selected seating area, accept payment from guests and complete shift reports
- Accept payment for the appropriate number of guests serviced.
- Processing payment(s)
- Develop a waiting list for guests when seating area is full.
- Monitor seating area as guests leave call in new guest from waiting list to the dining area.
- Answer the telephone in an approved manner and receive and deliver messages in an accurate and timely manner.
- Keep the desk neat, clean, and clutter-free.
- Answer guest inquiries in a courteous and informed manner.
- Alert servers to special requests and needs of the guests.
- Show our appreciation for our guests' patronage by thanking them as they leave, and inviting them to dine with us again.
- Responsible for opening and closing cash drawer.
- Reconcile shift reports.
- Maintains appropriate staffing levels in the absence of Food Service Director
- Perform other duties as assigned by Manager, or supervisor

Minimum Qualifications:

- Minimum of 18 years of age
- Positive attitude
- Good Attendance
- Neat in Appearance
- Schedule Flexibility
- Prior money handling experience a plus
- Prior cash registrar and Credit card systems a plus
- High School Diploma or Equivalent a plus

Native American preference applies to all candidates for this position.

**Submit application & resume to:
Lac Courte Oreilles Casino, Lodge & Convention Center
13767W County Road B
Hayward, WI 54843
715-634-5643 ext. 6109
catrina.white@lccasino.com**

