

# RECRUITING 'ROUND ROCHESTER



A weekly Job Fair dedicated to connecting local businesses with great talent!

## JOB DESCRIPTION

### Host/Hostess

**Mesquite Grill Inc,**

Order#: NY1206974

Summary: Greets and seats customers in a fashion that contributes to the smooth, efficient operation of the restaurant and keeps the area around the front entrance and hostess station as clean and orderly as possible by performing the following duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Prepares and maintains a seating chart for each shift and is familiar with the rotation order.
2. Greets and seats customers in a courteous and timely manner as they enter the restaurant and/or communicates delays in seating and starts a waiting list.
3. Accommodates special needs of customers and communicates any needs to appropriate staff.
4. Assists dining room staff during rush periods by cleaning tables whenever possible.
5. Communicates customer and/or employee difficulties to management.
6. Applies knowledge of full menu and other restaurant information such as restaurant hours and types of payment.
7. Completes opening and closing duties in accordance with approved procedures.
8. Communicates any health and/or safety concerns/violations immediately to management.
9. Ensures all menus are clean.
10. Stocks all silverware.
11. Performs other duties as assigned.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Apply: [hr.mesquite@outlook.com](mailto:hr.mesquite@outlook.com)

