

# **BEL-AIR BAY CLUB**

## **JOB DESCRIPTION**

### **HOST**

#### **Summary**

The role of Host includes the following areas of responsibility: Overseeing the arrival and greeting process. Assisting and directing during large group functions. Taking and managing reservations, floor plans and seating. Managing menus and billing procedures. While this position is responsible for daily operations, it also requires a creative, collected, calm person who works well with people and can consistently demonstrate exceptional interpersonal/culture skills.

#### **Essential function**

- Sort, fill and organize menus, ensuring accuracy and quality
- Represent and coordinate with management
- Inform service personnel of menu changes
- Make recommendations as to floor and seating plans for events
- Adjust patrons' seating flow to balance customers among the various seating stations
- Coordinate and operate the dining room during meal service periods
- Graciously greet and seat Members upon arrival
- Provide checked menus
- Manage special requests
- Monitor tables for service challenges/feedback
- Check table settings for details and accuracy
- Manage and take reservations
- Maintain and organize stationery supplies
- Communicate menu descriptions and reservation procedures with front desk
- Any other reasonable requests made by supervisor

#### **Report to**

- Food and Beverage Manager and Food and Beverage Captains

#### **Qualifications**

- Exceptional culture skills
- Understand restaurant operations
- High school education
- High level of professionalism
- Excellent written and oral communication skills
- Strong interpersonal skills (people skills)
- Physical fitness: This position requires bending and standing (long periods of time in hot conditions), walking and lifting (40 lbs.)

**Work Hours**

The Host is an hourly paid employee, working a scheduled week according to demand, not to exceed 40 hours. Additional hours will result in over-time pay.

If you would like to apply for this position, please email your resume to [jobs@belairbayclub.com](mailto:jobs@belairbayclub.com) or mail to:

Bel-Air Bay Club  
Human Resources Dept.  
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Pacific Palisades, CA 90272