



Job title: Host/Busser

Number of openings: 3

Location: Lake House Grille

Duration of job: Summer season

Starting date: End of May/ June

Days worked: 3-5 days as available

Weekend work: As scheduled

Supervisor: F&B Manager

Pay Rate: \$13-\$16/hr. + pooled gratuity (\$8-25/hr.)

Benefits – Shift meals, Holiday Bonus, 401k plan, Educational Scholarship, Dining and Retail discounts, and use of Golf and Lake amenities.

Detailed job description, including responsibilities, work performed, tools or equipment used, etc.:

- Greet members and guests, take coats (if applicable)
- Prompt, courteous, and proper seating of guests in the restaurant, *when children are present, ask if highchair(s), crayons are needed
- Move tables and chairs as necessary to accommodate different size groups
- Maintain a seating waiting list as necessary
- Ensure cleanliness of table before seating guests
- Serve water for all seated guests eating in the dining room
- Notify servers upon guests being seated
- Answer the restaurant phone using a friendly tone and always identify yourself. Use of a script is required. Script: "Thank you for calling Catamount, this is (your name). How may I help you?" Phone needs to be answered by the 2nd ring
- Take restaurant reservations and add them to the reservation system and when necessary, notify manager of any difficulties
- Busses and re-sets tables; removes dishes and glassware from tables, cleans, and sets tables promptly and efficiently
- Walk the restaurant every hour to take out any trash and linen that may be overflowing, clean and tidy counters, and vacuum as needed
- Assist with opening and closing tasks and side work as needed
- Perform all other duties as assigned

Physical Requirements:

- General restaurant environment, bending, lifting, and standing for long periods of time
- Must be able to carry a minimum of 25 lbs.

Minimum skills, experience, education, and ability required for this job:

- Customer service oriented and have a positive and outgoing attitude
- Must be able to effectively communicate with members, guests, and management

Miscellaneous information:

- This is a non-exempt position