



JOB OPENINGS

Job title: Host/Busser

Number of openings: 3

Location: Lake House

Duration of job: Summer season

Starting date: End of May/ June

Days worked: 3-5

Weekend work: Yes

Supervisor: F&B Manager

Pay Rate: \$13-\$15/hr + gratuity

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

- Greet members and guests. Take coats and seat them if they are dining with us.
- Serve waters for all seated guests eating in the dining room.
- Notify servers that they have a table
- Answer the phone in a friendly manner and always identify yourself. "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 sheet. Notify manager of any difficulties.
- Bus tables as assigned
- Ask if high chairs, crayons are needed for children in the party
- Walk the restaurant every hour.
- Take out any trash and linen that may be overflowing
- Clean and tidy counters and area
- Wipe down tables and vacuum as needed, and at end of the day to prepare for the next day
- Perform any and 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