



Door Girl

This position is responsible for greeting guests at the door. The host/hostess seats and presents clean menus to guests in a friendly, professional and quick manner. A restaurant and bar environment. **Evening and weekend shifts are required.**

Responsibilities:

- Greets and seats guests, presents menus to guests.
- Treats all guests in a manner to ensure their complete satisfaction.
- Always strives to exceed guests' expectations
- Takes names on a waiting list
- Observes tables and keeps track of clean, dirty and occupied tables
- Takes guest information and quotes wait times to guests accurately when tables are not immediately available
- Cleans, organizes and stocks menus at host area
- Answers phone and answers questions concerning the menu and restaurant
- Interacts with guests as they arrive and as they leave the restaurant to ensure positive dining experience
- Fills to-go orders, if applicable
- Maintains restrooms throughout shift

Requirements:

- Prior restaurant experience
- English Fluent
- Ability to stand on your feet for several hours
- Customer Focus
- Communication Proficiency
- Stress Management/Composure