

## **Good Times Jazz Bar & Restaurant - [www.goodtimesjazzbar.com](http://www.goodtimesjazzbar.com)**

### ***Host/Hostess Job Description***

Good Times Jazz Bar & Restaurant is looking for a Host or Hostess to join the team and be the first point of contact for the guests. Host/Hostess responsibilities include greeting guests, providing accurate wait times and escorting customers to the dining and bar areas. For this role, you should have solid organizational and people skills to make sure the guests have a positive dining experience from the moment they arrive until their departure. You should also be available to work in shifts.

Ultimately, you'll ensure Good Times Jazz Bar & Restaurant provides excellent customer service and a pleasant dining experience to the guests.

#### **Responsibilities**

- Welcome guests to the venue
- Provide accurate wait times and monitor waiting lists
- Manage reservations
- Escort customers to assigned dining or bar areas
- Provide menus and announce Waiter/Waitress's name
- Greet customers upon their departure
- Coordinate with wait staff about available seating options
- Answer incoming calls and address customers' queries
- Assist wait staff as needed

#### **Requirements**

- Previous work experience as a Host/Hostess
- Understanding of restaurant etiquette
- Familiarity with health and safety regulations
- Experience in managing reservations
- Excellent communication skills (via phone and in-person)
- Availability to work in shifts as needed
- Good physical condition to walk and stand during an entire shift
- High school diploma is a requirement

Rate of pay: \$8.00 - \$9.00 per hour

Please complete the application form online:

[https://goodtimesjazzbar.com/wp-content/uploads/2017/08/GoodTimes\\_JOB\\_APPLICATION.pdf](https://goodtimesjazzbar.com/wp-content/uploads/2017/08/GoodTimes_JOB_APPLICATION.pdf)

Download it and email your completed application to:

[chef@goodtimesjazzbar.com](mailto:chef@goodtimesjazzbar.com)

*\*Criminal background checks conducted on all applicants*