**New Glory Eatery and Taproom Host/Hostess**

New Glory Eatery and Taproom is a family owned and operated restaurant in Granite Bay that is filled with positive energy, a dedicated staff, and room for individual growth. We are currently looking for a host/hostess to add to our already great team.

**Job Duties**

* Answer phones and be able to answer any guest questions with an educated response.
* Receive all phone messages and respond in a prompt and timely matter.
* Take reservations in a way that will set up the kitchen and floor staff up for a successful service.
* Ensure that guests are greeted in a friendly and professional matter.
* Display a welcoming vibe to all approaching guests.
* Provide guests with sincere advice and recommendations for their dining experience.
* Track station assignments and seating rotations.
* Maintain a clean, tidy, and stocked host stand at all times.
* Comply with all company standards. (Uniform, attendance, etc.)
* Work as a contributing member of the team at all times.
* During slow times at the host stand, assist with food running and table maintenance.
* Open communication with management about any reservation or walk in issues or concerns.
* Perform other related duties assigned by management.

**Position Requirements**

* Maintain a strong a positive attitude at all times of service.
* Must be able to take direction and work under minimal supervision.
* Must be able to lift heavy objects such as chairs and tables.
* Availability to work varying shifts. (Holidays, Weekends, Etc.)
* Must be able to stand for long periods of time.