CATAMOUNT
RANCH & CLUB

Job title: Host/Busser   **Number of openings:** 3

Location: Lake House Grille

Days worked: 3-5 days as available   **Weekend work:** As scheduled

Pay Rate: $15-$17/hr. **+** share of pooled gratuity

Benefits – Shift meals, 401k plan, 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 necesarry
- 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