



**Job Title: Restaurant Host**  
**Department: Food and Beverage**  
**Reports To: Food and Beverage Manager**

#### **SUMMARY**

This position's key function is to greet and seat guests in a lively and inviting manner. The Host/Hostess will also organize reservations and ensure a smooth transition to serving staff.

#### **DUTIES AND RESPONSIBILITIES**

- Strong communication and customer service skills.
- Greet and walk guests to their table
- Track and organize the restaurant's seating arrangements
  - Communicate with guests politely concerning waiting times and other various information about the food and restaurant
- Occasionally assist with servers and bussers
- Ability to calmly deal with high pressure situations
  - Keep adequate communication with team members and management to maintain flow and organization of front of house
- Any additional task as assigned by management

#### **QUALIFICATIONS**

Good English is required.

#### **WORK ENVIRONMENT**

Work environment can be fast paced with moderate noise levels.

#### **PHYSICAL DEMANDS**

Sitting, kneeling and standing for prolonged periods of time. The noise level in the work environment is usually moderate. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close visions.





**Job Title: Restaurant Prep and Dish**

**Department: Food Beverage**

**Reports To: Restaurant Manager**

## **SUMMARY**

The role of the Prep Cook and Dish is to create meal portions, cleaning food, and other basic food preparation as well as help with dishes that accumulate in the kitchen. The Prep Cook will assemble items for various meals to the exacting standards and specifications.

The successful candidate will help fulfill our mission to deliver exceptional hospitality to all resort guests.

## **SAMPLING OF DUTIES AND RESPONSIBILITIES**

- Prepare and assemble a multitude of meal items in a timely manner

- Ability to meticulously follow instructions and recipes

- Keeping a sanitary and organized work station

- Restock all items as needed

- Assist with cleaning, sanitation and other organizational duties in the kitchen

- Provide support to the executive cooking staff and preform any additional tasks requested by Chef, Sous Chef, or Kitchen Manager

## **PREFERRED QUALIFICATIONS**

- Basic understanding of cooking and knife handling skills.

- Understanding and knowledge of safety, sanitation and food handling procedures.

- Professional communication skills are required.

- Ability to take direction.

- Ability to work in a team environment.

- Ability to work calmly and effectively under pressure.

- Must have problem solving abilities, be self-motivated and organized.

- Commitment to quality service, and food and beverage knowledge.

## **Education and Experience**

Must have 2 years' experience in a full-service kitchen. Knowledge of food preparation, sanitation standards and inventory and control systems.

## **Communication Skills**

Some English skills to be able to work with coworkers is preferred. Must be able to speak, read and understand basic cooking directions.

## **Physical Demands**



Ability to speak and hear

Constant standing with some walking

Be able to work in a standing position for long periods of time (up to 8 hours).

Be able to reach, bend, stoop and frequently lift up to 35 pounds and occasionally lift/move 50 pounds.

Continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Generally, in an indoor setting but can include an occasional outdoor barbeque.

Will be using a computer occasionally.

Varying schedule to include weekends, weekdays, evenings, holidays and extended hours as business dictates.

While performing the duties of this job, the employee is frequently exposed to heat/cold from the mechanical equipment.

The noise level in the work environment is usually moderate to loud.

