



## **Pine Lake Country Club**

### **HOST**

#### **Job Summary**

This position is responsible for greeting members at the door. The host/hostess seats and presents clean menus to members in a friendly, professional and quick manner.

#### **Responsibilities and Duties**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greets and seats members, presents menus to members, informs them of daily specials and soups.
- Treats all members in a manner to ensure their complete satisfaction. Always strives to exceed members' expectations.
- Takes names on a waiting list.
- Runs the floor plan.
- Observes tables and keeps track of clean, dirty and occupied tables.
- Takes member information and quotes wait times to members 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 members as they arrive and as they leave the restaurant to ensure positive dining experience.
- Fills to-go orders, if applicable.
- Performs other duties as directed.

#### **Qualifications and Skills**

#### **Competencies**

- Customer Focus.
- Communication Proficiency.
- Organizational Skills.
- Stress Management/Composure.
- Multi-task oriented.

Frequent evening and weekend shifts are required.

Job Type: Part-time

Salary: \$10.00 to \$12.00 /hour

**Please contact Jared Gorback, Director of Food and Beverage, at 248.682.1300 or email [jaredg@pinelakecc.com](mailto:jaredg@pinelakecc.com) if you are interested in this position.**