



## Position Description

**The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.**

<b><u>Position Title</u></b> Host/Hostess – Wait Assistant	<b><u>Department</u></b> Food & Beverage/Prairie Star Restaurant	
<b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004	<b><u>Manager/Supervisor:</u></b> Food & Beverage Manager/	<b><u>Status:</u></b> Part-Time

**1. GENERAL POSITION DESCRIPTION:**

Under the supervision of the Food & Beverage Manager, the Host/Hostess greets and seats guests, and makes reservations for guests via telephone or in person. The Wait Assistant prepares dishware and silverware, clears and sets dining tables, delivers initial items to guests, and supports the Servers as assigned.

**2. MINIMUM QUALIFICATIONS:**

Must be 17 years of age. Able to read, write, and speak English language. Food Handling Certification required or must obtain within 30 days of hire.

**3. KNOWLEDGE AND SKILLS:**

- Knowledge of fine dining operations preferred, but not required.
- Proper phone etiquette and friendly demeanor with guests.
- Good organizational skills.
- Ability to learn and operate telephone system.

**4. DUTIES AND RESPONSIBILITIES:**

- Welcome and seat all guests.
- Make reservations via telephone or in person.
- Assist in dining room as time permits and as required.
- Check in coast as needed.
- Greet guests with water and breads at the table.
- Reset tables as guests leave and be aware of services needed by other guests.

**5. MACHINERY/EQUIPMENT USED:**

- Open Table reservation system.
- Telephone system.

**6. REGULATIONS/POLICIES TO MAINTAIN:**

- Must possess current Food Handler Certification or obtain within 30 days of hire date.

**7. SUPERVISORY RESPONSIBILITIES**

X NO, the position does not directly supervise other employees.

\_\_\_ YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

## **Employee Certification**

I acknowledge that I have read and understand the Position Description for Server/Bev Cart Server and I agree to perform the requirements set forth in this document.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## **Manager Certification**

I acknowledge that I have review the Position Description for Server/Bev Cart Server with the above employee and acknowledge their signed receipt of the document.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_