



JOB POSTING

JOB TITLE: Wait Assist/Host-Hostess
LOCATION: **Prairie Star Restaurant**
STATUS: (1) PART-TIME POSITION
FLSA: Non-Exempt
APPLICATION: Apply in person, on-line at Mynewmexicogolf.com, fax or U.S. Mail (resumes alone not accepted)
DEPARTMENT: Food & Beverage
REPORTS TO: Food & Beverage Manager
SCHEDULE/SHIFT: Various - afternoons, evenings, weekends, and holidays

MINIMUM QUALIFICATIONS:

Must be 17 years of age. Must be able to read, write, and speak English language. Fine dining and wine service experience preferred. Food Handling Certification or obtain within 60 days of hire.

ESSENTIAL DUTIES:

Under the direct supervision of the Food & Beverage Manager and/or Server, the Wait Assistant prepares dishware and silverware, clears and sets dining tables, delivers initial items to guests, and supports the servers as assigned.

Under the direct supervision of the Food & Beverage Manager, the Host/Hostess greets and seats guests. Needs to be organized, able to communicate with guests and employees, perform proper phone etiquette, and be able to multi-task. Needs to be able to work under pressure and stay composed.

POSTING DATE: April 21, 2023
CLOSING DATE: Open until filled
EMPLOYMENT DATE: To be announced upon final offer of employment

ADDITIONAL REQUIREMENTS:

Final offers of employment are contingent upon successful results of a drug screen, verification of driving and background check.

Visit our website for employment application or to apply on-line:
mynewmexicogolf.com

Santa Ana Golf Club, Inc.
288 Prairie Star Road
Santa Ana Pueblo, NM 87004
Phone 505-867-3000
Fax 505-867-9050
<http://santaanagolf.com>