



## **JOB POSTING**

Date of Notice: February 6, 2019

Position Title: **HOST/HOSTESS**

Job Location: The Gallery Restaurant

Position Reports To: Food & Beverage Manager

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes Golf Resort  
57744 Round Lake Rd. Bandon, OR 97411  
Fax: 541-347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Position Summary:**

Responsible for greeting customers, taking reservations over the telephone and in person, seating guests, refilling water glasses and coffee cups.

### **Essential Duties and Responsibilities:**

- Greeting and seating guests with a smile and pleasant demeanor.
- Taking reservations for customers over the telephone and in person.
- Restocking and checking menus for soils and damage.
- Assisting wait staff with refilling beverages for customers.
- Maintaining the cleanliness of the host stand, and restocking of supplies that require the use of only one hand.
- Assisting customers with take-out orders.
- Thanking guests as they leave, inviting them to return, and ascertain if they were pleased with their food service.
- Help ensure each customer receives the best quality service and an overall excellent experience while dining in our facilities.
- Perform other duties as appropriate.

### **Qualifications:**

- Ability to follow verbal and written instructions.
- Ability to perform mathematical calculations involving fractions, decimals and percentages.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to visually inspect all work spaces and food service.
- Ability to communicate verbally with customers.
- Ability to stand, walk, bend and kneel.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a complete application, cover letter and resume to the address shown above. Complete position description available upon request.*

**Bandon Dunes is an Equal Opportunity Employer**