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Job Description: Theodore's Host/Hostess

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

Greeting guests and leading them to the correct table. Ensuring the beginning experience at the restaurant is excellent.

Essential Job Functions:

- Greet guests, escort them to the tables and provide menus.
- Assign servers to sections and alert the servers when a new table has arrived.
- Check if reservations have been set up for a meal and keep a waiting list.
- Collect payment and maintain an accurate till.
- Clean the front area this includes, but is not limited to vacuuming the rug, cleaning the door windows, emptying the trash, and cleaning the menus.
- Must be pleasant and respectful to guests, as well as organized.
- Answer guest questions correctly and assist with managing complaints and resolving any issues guests may have.

Other Responsibilities:

- As assigned by the Front of House Manager.

ADA Requirements

- Continuously
 - Standing
 - Talking
 - Lifting 10 pounds or less
 - Carrying 10 pounds or less
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc). Must be able to visually tell which tables are free and which wait staff personal are ready for a new table.
- Frequently
 - Walking
 - Grasping
 - Repetitive use of hands and arms

- Lifting 11 to 25 pounds
- Occasionally
 - Bending Over
 - Reaching Overhead
 - Pushing or Pulling
 - Carrying 11 to 25 pounds
- Environmental Conditions
 - Occasionally around chemicals.
 - Occasionally around wet, slippery floors or surfaces.
 - Continuously working with others.

Qualifications and Education Requirements:

- Must be able to operate the MegaTouch and the POS system.
- Must be able to attend Serve Safe Training for food safety information.
- Must be able to work during meal times and early/late hours.

Supervision:

- This is not a supervisory role.
- This position reports to the Front of House Manager.

**Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position. **