



Job Title:	Hostess	Location:	Local - Toronto
Level/Salary Range:	\$14.00	Position Type:	Hourly
HR Contact:	Restaurant & Lounge Manager	Date posted:	January 31, 2019
Will Train Applicant(s):	New Hire Training provided / Performance Management as per Employee Handbook	Posting Expires:	January 31, 2020
External posting URL:	www.shamrockbowlandrestobar.com @ careers		
Applications Accepted By:			
E-MAIL: axel@shamrockbowlandrestobar.com Subject Line: Hostess		MAIL: SHAMROCK BOWL AND RESTO BAR 280 Coxwell Ave. Toronto, Ontario M4L 3B6	
Job Description			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none"> - Welcome Guests to Shamrock Bowl & Bar, be an Ambassador of SBRB - Receive, process, and seat guests within the facility as needed - Execute the Coat check procedures when applicable - Participate in all mandatory product and menu training sessions. - Maintain the ambiance, i.e. TV settings, music set and levels, as well as lighting at the appropriate and agreed upon day and time standard for the operation. - Touch tables to check back if service has commenced as described in the steps of service, if necessary take drink order to start table consumption. - Utilize the Touchbistro POS system (or any other system if offered) to place orders, serve tables and create accurate billing, handle payments as instructed, in case service requires you to do so. - Be a strong communicator with guests, co-workers and management in person, orally or in writing - Be presentable and neat at all times - Be community minded and ensure we leave a small footprint in terms of waste and environmental impact - Ensure all work is conducted in a safe and healthy manner - Ensure that "ServSafe" regulations are followed at all times – monitor especially guests in danger to be overserved. - Be professional in the way you portray your relationship with SBRB and its affiliates within Social Media, in case you feature us. 			



QUALIFICATIONS AND EDUCATION REQUIREMENTS

Previous experience working in a fast paced lounge and Bar and Night Club business environment for a minimum of one year is an asset.

Completion of a college or other program related to hospitality or food and beverage service management (bar tending school) is preferred.

ServSafe certification is required. CPR skills will be preferred.

PREFERRED SKILLS

Excellent communication skills orally are a must.

Computer and mobile device handling and communication skills are essential for the operation of the POS.

Food & Beverage product knowledge must be equal to the level of our Food & Beverage menus.

ADDITIONAL NOTES

It is understood that terms such as “common sense”, trust and loyalty to the people you work for, work with and essentially serve is to be genuine and present at all times while on duty.

We expect that breaks and healthy work habits are being pursuit on a daily basis. Punctuality is a common courtesy and a sign of respect to all involved in this business. We expect the highest personal grooming standards to be kept while working at SBRB.

SBRB is an equal opportunity employer and a harassment free work place. There is zero tolerance for harassment of any kind.

Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Approved By:	Click here to enter text.	Date:	Click here to enter a date.