



JOB TITLE: Host/Hostess & Food Runner

DEPARTMENT: Front of House

REPORTS TO: Operations Manager or Bar Manager

CLASSIFICATION: Non-Exempt

CATEGORY: Part Time or Full Time

The Buffalo Rose is a high volume bar and grill located in Golden, CO. Operating in one of the oldest business locations in Colorado, the original building was built in 1859 and has housed many businesses over the years including a grocery store, the first public hall, The Golden Paper Mill (which was the first paper mill west of the Mississippi), The Overland House Hotel and was even once a community pool called the Golden Plunge. Today, the bar and grill serves locals and tourists alike and offers live music in the attached venue.

Position Summary:

The host or hostess greets the customer at the door, determines the size of their party, provides them with appropriate menu and shows them to their table. This is the customer's first experience with the restaurant and a friendly, organized host or hostess makes sure it's a good one. A great hostess understands that organization from the moment a patron enters the door sets the tone for the rest of the restaurant

Duties and Responsibilities:

- Maintain Menus
- Maintain entry to the restaurant ensuring it is orderly and inviting
- Manage reservations and seating chart and organize reservations to maximize time and space and avoid confusion
- Back up the kitchen and servers as necessary by running food
- Greets guests, escorts them to their table, pull seat out for the ladies, and present menus.
- Coordinate with wait staff to ensure customer is served in a timely manner, and that neither servers or kitchen is being overwhelmed.
- Keep an eye out that the dining room, entryway, bathrooms, and menus are kept clean throughout operations.
- Say good-bye to all of the guests. Check to see that everything was wonderful. Not only is the host or hostess the first impression the guest gets when they come in, they are the last when they leave.

Education Requirements: High school diploma or GED

Physical Requirements:

Fast paced mobility for long periods of time.

Physical fitness: This position requires bending and standing (long periods of time in hot conditions), walking and lifting (40 lbs.)