



10948 E. Bayshore Rd.
Marblehead, OH 43440
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Shores Club Host/Hostess

Seasonal, Full- and Part-time, approximate starting and ending dates: 4/1/21 to 11/13/21

Job Summary:

You are the first of the “most important people”...because you, the greeter, is the first point of contact our guests will have with our restaurant. The more detail about party size, children, special needs or requests, that you can get from the member, only helps assist the seating and continuation of service to ensure the table meets the member’s needs, as well as that of the restaurant’s ability.

Duties and responsibilities:

- Welcome guests in a warm and friendly manner
- Provide guests with approximate wait times during busy periods
- Determine their dining needs
- Seats guests and manages the seating chart
- Wheel chairs and high chairs can be seated only at certain tables to avoid blocking isle ways & exits/ fire exits. You are encouraged to always ask for assistance from a manager or team member to assist you when necessary
- Monitors restaurant activity to determine seating and dining flow to ensure even workloads for servers
- Responds to guest inquiries and requests in a timely, friendly, and efficient manner
- Performs opening and closing duties, as needed
- Assists others with side work including, but not limited to cleaning, stocking, folding silverware, etc.
- Helps fellow team members and other departments wherever necessary to maintain positive working relationships
- Adhere daily dress code standards (uniform and appearance)
- Any and all other duties assigned to you

Skills and qualifications:

- Flexible schedule for nights, weekends and holidays.
- Friendly and outgoing disposition
- Ability to communicate professionally and effectively
- Ability to maintain composure in a demanding, fast paced and noisy atmosphere
- Be able to stand on your feet for several hours
- Physical requirements include but not limited to: standing, sitting, hearing, speaking, reaching/lifting/pulling/carrying up to 20 pounds, bending and walking
- Safety is the business and responsibility of every employee and can be achieved through proper education, training, use of protective equipment and by following safety rules, regulations, standards, and laws. Each employee is responsible for understanding and practicing appropriate safety procedures
- Any offer of employment will be contingent up satisfactory completion of background verification.

Bay Point Resort and Marina is an Equal Opportunity Employer