



Sun City Roseville

JOB POSTING

Position Open: Host/Hostess

Date: March 23, 2022

Reason for Opening: _____ New Position X _____ Replacement

JOB SUMMARY:

Perform a variety of tasks related to the Host/Hostess and Restaurant operations.

ESSENTIAL FUNCTIONS:

1. Greet guests and assist them from seating to answering questions,
2. Prepare daily reservation and seating chart.
3. Answer telephone, take reservations, answer questions, forward calls to management,
4. Assist in running drinks, food and any other guest requests.
5. Assist resetting tables by clearing dishes, cleaning the table and resetting for the next guests.
6. Close down the front lobby area and assist with the closing of the restaurant.

NON-ESSENTIAL FUNCTIONS:

1. Other duties as required.

KNOWLEDGE/SKILLS/ABILITIES:

Excellent verbal, written, and interpersonal communication skills. Excellent customer service skills. Able to add, subtract, multiply and divide as well as count money and make change.

SUPERVISOR RESPONSIBILITIES: None

WORKING CONDITIONS:

Flexible hours including evenings, weekends and holidays. Extended hours as needed. Able to sit, stand, bend, reach, lift, carry and move up to 25 pounds or extended periods of time. Able to work in alternating environments from indoor in a controlled climate and with proper lighting to an outdoors setting with variable climate and lighting.

MINIMUM QUALIFICATIONS:

1. 0-6 months previous retail or restaurant experience preferred.
2. Valid driver license or reliable transportation.

SUCCESS FACTORS:

1. Timely completion of tasks and assignments.
2. Work on more than one assignment at a time with frequent interruptions, changes, and delays. Remain focused and work effectively, efficiently, and cheerfully under such circumstances.
3. Proven and effective customer service skills. Effectively deal with the public.
4. Patience to deal with clientele of over the age 55.
5. Accomplish daily tasks by organizing and prioritizing.

NORMAL WORKING HOURS and DAYS: Part-time. Days/hours will vary including weekdays, evenings, weekends and holidays; 30 minute meal break if required; overtime as required.

Deadline to apply for this position: Until filled.

Apply online at www.suncityroseville.org then select the “contact” tab and then Employment Opportunities.

Contact Human Resources at (916) 774-3812 or mccrorya@scrca.org.

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