



# HOST/ HOSTESS

## RESTAURANT INDUSTRY

### Required Qualifications

- At least 2 years hosting and/or restaurant experience in a similar environment
- Smart Serve Certification a requirement
- Able to build and maintain effective relationships with team members and guests - "Listen and Connect"
- Able to anticipate guests needs - " WOW Every guest
- Ability to know where to look or research where to find the right answer "Be Bold"
- Ability to communicate effectively in person on the phone and by e-mail "Listen and Connect"
- Ability to partner with team members in all facets of WEG " Trust our Team"
- Ability to organize workloads and set priorities accordingly "All In"
- Ability to recognize that part of the WEGZ Stadium Bar team at Woodbine Entertainment is about having fun - "Fuel the fun"
- Must be able to maintain and create a positive winning attitude in themselves and others

### Responsibilities

- Effectively manage guest flow to maximize seating capacity
- Communicate with Servers, Bartenders and Managers to maintain proper guest flow throughout the restaurant
- Communicate expected restaurant volume with the BOH to ensure all necessary preparations can be made
- Accurately take reservations and modify guest status on our reservation system
- Know all table numbers and maintain awareness of which servers are in each section
- Fill out detailed special request forms for birthdays, anniversaries, special events, etc. and ensure that all co-workers are informed
- Escort guests to their table, engage them in conversation and seat them accordingly
- Follow all food safety standards and systems
- Other duties as assigned or required
- Lead by example, to exhibit, encourage and motivate WEG's Values and Beliefs

### Employment Details

<b>Wage</b>	to be discussed	<b>Hours</b>	part-time, hourly position
<b>Employment Terms</b>	hrs of work vary days, evenings, wknd and holidays.		
<b>Major Intersection</b>	Jane and Rutherford (Vaughan)	<b>Public Transit</b>	Yes

### Job Order details

<b>Job Developer</b>	Ashton Jila 416-645-4701	<b>Job Order #</b>	170018	<b>No. Of Positions</b>	1
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If you are registered with The Learning Enrichment Foundation: Please call the Job Developer.

If you are not registered: Apply for this position in person at **116 Industry Street** Toronto, M6M 4L8, **Monday to Friday, 9:00am - 3:30pm.**  
Your S.I.N. and an updated resume are required for registration.