

Job Description for Hosts/Hostesses and Bussers
At Ironbridge Golf Club



Job Title: Hosts/Hostesses and Bussers

Location: Ironbridge Bar and Grill, Glenwood Springs, CO

Position Type: Seasonal (April 1st – November 1st) or Year Round

Compensation: \$12-14/Hour, 20-30 hours per week

Additional Income: Tipped position.

Additional Benefits: Staff uniforms, Golf Shop Discounts, Food and Beverage Discounts, Golf playing and practicing privileges.

Experience: Customer service, and F&B experience recommended.

Responsibilities: Hosts/Hostesses and Bussers report to the Food and Beverage Manager or the Floor Manager and will have the following responsibilities:

- Greeting and welcoming guests as they arrive at the restaurant.
- Managing the reservation system, seating guests efficiently, and maintaining an organized waiting list. Helping set up tables for reservations for the shift.
- Monitoring and maintaining cleanliness and organization, including proper sanitization of high-touch surfaces.
- Coordinating with servers to facilitate seating and table turnovers efficiently.
- Preparing the dining area by setting up tables, including clean and properly aligned cutlery, glasses, and dishes.
- Refilling condiments, and other supplies as needed.
- Clearing tables efficiently and resetting them for the next guests, ensuring they are clean and presentable for the next service.
- Removing dirty dishes, glassware, and utensils from the table promptly.
- Assisting servers and bartenders in delivering orders to tables and giving prompt beverage refills.
- Monitoring the cleanliness and tidiness of the dining areas, including floors, chairs, and surrounding areas.
- Assisting in maintaining a smooth flow of service by communicating with servers and kitchen staff about table availability and needs.