



RANCHO SANTA FE

Golf Club

Host

Job Description

Greet and seat members and guest in the dining room; maintain order and cleanliness; assure that member satisfaction standards are consistently attained.

Qualifications/Requirements:

- Acknowledge and greet all members and guests immediately upon arriving
- Answer phone calls; provide accurate and detailed information regarding the restaurant and clubhouse
- Assures that pre-opening tasks are completed as required
- Maintains the member reservation system
- Ensures menus, check presenters and wine list are kept clean and in good condition
- Assists with table clearing and resetting as needed
- Enters and delivers “To Go” orders correctly
- Communicate the needs of members to service staff
- Provide direction to members and guest attending private events
- Remain calm, professional and courteous at all times
- Inspects dining room to ensure proper cleanliness and safety
- Monitor and maintain cleanliness of the restrooms
- Performs any other duties as requested by Management

Physical Demands:

- Frequent or occasional need to perform the following physical activities: grasping, finger dexterity, bending, pushing, pulling, twisting. Lifting/carrying up to 30 pounds.
- Standing and walking on various surfaces for an extended period of time

Hourly rate: \$15.50

All offers are contingent upon a successful background check as well as a drug screening. (We follow Federal guidelines related to drug screening results), prior to appointment of position.

Rancho Santa Fe Association is an Equal Employment Opportunity (EEO) employer. We consider all qualified candidates regardless of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, pregnancy, disability or any other protected class under federal, state or local law.