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### Host/Hostess

The host/hostess job description for The Coburg Crossing Café has a variety of tasks & responsibilities.

- Greet Guest -Seat guest in a timely manner
- Must be able to multi-task and handle stressful situations with ease.
- Take all phone and walk-in, to-go orders
- Ability to support the servers with various tasks
- Keep Host/Hostess station clean, sanitized and clutter-free.
- Restock all supplies
- Open/Flexible availability
- Good personal hygiene
- Maintain high standards of safety, cleanliness and sanitation
- Adhere to grooming and appearance standards

### **REQUIREMENTS**

- A resume
- Your most current progress/report card
- Food Handlers card.
- Service oriented
- Passion for hospitality and puts the guest first.
- Must be able to work holidays, weekends, evenings and is flexible.
- Reliability, punctuality, tidiness, effective communication, professionalism and ability to work with others as part of a team.
- Maintains cleanliness of the restaurant.
- Must be 17+
- Reliable transportation
- Time management is a must

Ideally the candidate would be able to work in a fast-paced environment, have great communication and customer service skills, work well in teams, and have the ability to multitask.

Does this sound like it may be a good fit for you? If so, we would love to meet you. First, email your resume to [Gmthomason@truckntravel.com](mailto:Gmthomason@truckntravel.com). If you are contacted for an interview please be prepared to bring a copy of your resume as well as a copy of your most recent report card.