



Job opening: Bistro Host

The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.



POSITION SUMMARY: The Bistro Host & Busser is responsible for providing excellent customer service to guests of the Bistro by being professional and hospitable. The Host & Busser is expected to be able to clearly communicate and have product and menu knowledge in order to serve the guests. The Host & Busser works closely with servers and kitchen staff to ensure a smooth service for all guests.

ESSENTIAL DUTIES AND FUNCTIONS:

- Provides excellent customer service to guests by greeting them promptly in a warm and inviting manner so guests feel seen, cared for and appreciated
- Busses, cleans and sets tables ensuring they are ready for next guests
- Seats guests, fills water glasses, and takes drinks orders
- Assists servers with order entry and closing tickets in the point of sale system
- Maintains awareness of the restaurant overall and jumps in to help where needed
- Maintains awareness of timing and the impact it has on the kitchen staff
- Helps with opening and closing duties, including keeping the front of the house area stocked
- Meets attendance standards and accurately clocks in and out
- Notifies Bistro Assistant Manager when schedules are changed
- Follows the procedures and directives given by the Bistro Manager and Assistant Manager
- Ensures compliance with health, safety, sanitation and alcohol awareness standards
- Works closely with other team members to provide guests with a seamless experience
- Reports maintenance, hygiene, and hazard issues to the Facility Manager
- Performs all other related duties as assigned by management. *

** These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.*

WORK SCHEDULE

- Saturday & Sunday, 10am - 4pm
- Potential for additional shifts for one or two evening event(s) a week (usually Fridays and/or Saturdays)

DESIRED EDUCATION AND EXPERIENCE:

- Must be 16+ years of age
- 1-year experience in a restaurant preferred

QUALIFICATIONS AND SKILLS:

- Excellent interpersonal and communication skills
- Friendly, can do attitude that is focused on team success
- Willing to learn and take direction
- Exhibits confidence and independence in order to be proactive and solution oriented
- Respect for team members and supervisors of the Brinton
- Ability to manage multiple priorities in a fast-paced environment
- Personable, organized, and focused on cleanliness

COMPENSATION AND BENEFITS:

- \$8-9/hour base wage, plus guaranteed gratuities
- Employee discount to Bistro and Museum Store

***Qualified candidates please email cover letter and resume to
receptionist@thebrintonmuseum.org
To learn more about The Brinton Museum go to thebrintonmuseum.org***