

United Arab Emirates Jobs Expertini®

Hostess - Broadway

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Company: Mandarin Oriental Hotel

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Hostess - Broadway

Apply now **Position:** Hostess - Broadway (Full time #538873)

Property / Office: Emirates Palace, Abu Dhabi

Location: Abu Dhabi, United Arab Emirates

Responsibilities :

During the opening procedure, ensure that the table top set up (tent cards) is set according to the restaurant's requirements.

Ensure that all tabletop items are clean and in good repair.

Arrange restaurant seating plan in line with reservation book and Restaurant Manager requirements.

Clean chair/sofa cushions.

Set up the hostess desk according to the standards of Emirates Palace.

Greet the guest in a friendly and courteous manner according to the standards of Emirates Palace.

Seat the guest according to the standards of Emirates Palace.

Assist with service as required by the Restaurant Manager.

Handle all telephone bookings and inquiries in accordance with the standards of Emirates

Palace.

Ensure that the Restaurant Manager and Assistant Restaurant Manager are kept informed of all guest comments and complaints.

During the closing procedure, ensure that all tabletop items are collected and cleaned as per the standards set by Emirates Palace.

To be present in the restaurant during service hours.

Ensure that all menus, drinks lists, and guest collateral items are kept clean and undamaged according to the standards set by Emirates Palace.

Assist Restaurant Manager in maintaining all guest history records.

Attend communication meetings, briefings, and training sessions as required by the Restaurant Manager, Training Manager, and Food and Beverage Manager.

To keep the uniform neat and clean and ensure personal grooming and hygiene are in line with standards set by Emirates Palace.

Any other duties, which may be assigned to you from time to time as directed by your Supervisor or Manager

Skills and requirements:

Excellent communication skills

Minimum 1 experience in the same role in a luxury hotel is preferred

Advertised 01 May 2024 Arabian Standard Time

Applications close: 31 May 2024 Arabian Standard Time

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