

## Hostess

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Company: The Team Builders

Location: Dubai

Category: healthcare-practitioners-and-technical

Our client is a luxury, high-end restaurant currently hiring experienced Hostesses for their team in Dubai.

### What will you do?

Maintain and make daily entries in our reservation system to coordinate shifts and communicate accordingly with management

Take, manage and handle reservations and all related requests

Be thorough about the knowledge about the operations, services offered, operating hours, and all the food and beverage

Be the pro of the seating strategy and be in charge of the operational flow at the restaurant. You decide which guest is going to be assigned to which table based on your professional judgment

Greet and assist guests in a positive, welcoming, and professional manner

Anticipate the guest's needs and respond appropriately with a sense of urgency

Always be aware of guest preferences and assist in compiling guest history to offer a unique and personalized service at all times

Maintain a proactive approach to solve any guest questions or challenges

Receive records and make any necessary arrangements for reservations and

special functions in the restaurant

Accurately handle paperwork, stock, and tidy the host stand

Do daily reports, and guest satisfaction track by the end of the day

### **What are we looking for?**

2 years of experience in high-end/fine dining restaurants in UAE is a MUST

A positive attitude and a welcoming smile

Charming and outgoing personality with excellent manners, communication, and organizational skills

Ability to multitask and time-manage in a very fast-paced environment, focus attention on any kind of guest need, always remain calm and kind

Computer skills with a strong knowledge of MS Office and reservation system

Fluency in multiple languages is a MUST

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