

# United Arab Emirates Jobs Expertini®

## Lead Hostess

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Company: Marriott International

Location: Dubai

Category: healthcare-practitioners-and-technical

### POSITION SUMMARY

Answer phones, take dining reservations, and enter diner information into reservation system. Maintain wait list and quote accurate wait time. Make appropriate seating decisions using station rotation chart. Organize seating for large and special needs groups. Greet guests and determine the number in their party. Seat guests by finding a clean, available table pulling out chairs placing clean/current menu in front of guest, etc. Guide guests through the dining rooms and provide any needed assistance. Ensure place settings are appropriate and each guest has a napkin, clean silverware, and any other item that is part of the standard place setting. Maintain cleanliness of work areas throughout the day. Monitor dining rooms for seating availability, service, and safety. Communicate with guests and other employees to meet guest needs and ensure staff is working together as a team.

Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees and serve as a role model. Follow all company and safety and security policies and procedures report accidents, injuries, and unsafe work conditions to manager and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations

and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

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