13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Host/Hostess Cashier
Department: Food Services
Reports to: Food & Beverage Manager
Starting Rate: $12.73 - $15.28
Position Type: Non-Key

Basic purpose or function: The Host/Hostess Cashier plays a very influential role in the success of the restaurant. The Host/Hostess Cashier controls the flow, sets the mood, and creates a lasting experience in the minds of our guests. The Host/Hostess Cashier must help the service team whenever possible. If necessary, the Host/Hostess cashier must be capable of bussing tables (especially during lunch and dinner rushes), getting drink orders, running food to the tables, & accepting payment from guest(s).

Job Duties:

- To greet guests following the approved manner as they enter the restaurant and escort them to the selected seating area, accept payment from guests and complete shift reports.
- Accept payment for the appropriate number of guests serviced.
- Processing payment(s)
- Develop a waiting list for guests when seating area is full.
- Monitor seating area as guests leave and call-in new guest from waiting list to the dining area.
- Answer the telephone in an approved manner and receive and deliver messages in an accurate and timely manner.
- Keep the desk neat, clean, and clutter-free.
- Answer guest inquiries in a courteous and informed manner.
- Alert servers to special requests and needs of the guests.
- Show our appreciation for our guests' patronage by thanking them as they leave and inviting them to dine with us again.
- Responsible for opening and closing cash drawer.
- Reconcile shift reports.
- Maintains appropriate staffing levels in the absence of Food & Beverage Manager
- Perform other duties as assigned.

Job Qualifications:

- High School Diploma or equivalent.
- Prior supervisory experience and has proven leadership qualities.
- Minimum of 18 years of age.
- Strong customer service experience with direct guest interface.
- Must be knowledgeable in MS Office, Excel, & Outlook
- Prior money handling experience and basic math skills a must.
- Must be able to stand or walk for long periods of time.

- Must be able to lift 50lbs or more.
- Must be dependable, organized, detail orientated, and accurate.
- Present a clean, neat, and professional image.
- Must be able to work a flexible schedule if needed.
- Excellent oral communication and written communication skills.
- Must complete Title "31" training.

Native American preference applies to all candidates for this position.

Apply online at:

www.sevenwindscasino.com
Our Team

If you are unable to apply online, submit information to:

Sevenwinds Casino, Lodge & Conference Center
Human Resource Department

13767W County Road B
Hayward, WI 54843

Tina Coss, Human Resource Manager
715-634-5643 Ext. 6107
Or
Tamara Christman, Training Specialist
715-634-5643 Ext. 6121