



JOB DESCRIPTION – HOST / HOSTESS

JOB OVERVIEW			
JOB TITLE	Host / Hostess	TRAVEL FREQUENCIES	According to business needs
DEPARTMENT	Attaché	GRADE	-
LOCATION	Diplomatic Quarter, Riyadh	NATURE OF THE JOB	Field/Office Based
REPORTS TO	-	JOB TYPE	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time

JOB DETAILS	
GENERAL JOB DESCRIPTION	<p>The role of Host/Hostess at Attaché demands a poised and welcoming individual who serves as the first point of contact for visitors and guests. Responsible for creating a positive and inviting atmosphere, the Host/Hostess plays a pivotal role in enhancing the overall guest experience. A keen sense of hospitality is crucial, as the candidate will be responsible for managing reservations, greeting guests, and directing them to their designated areas within the establishment. Additionally, effective communication skills are essential to relay important information to both guests and internal staff, contributing to the seamless operation of the venue.</p>
DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none">• Warmly greeting and welcoming guests upon arrival.• Managing reservations and ensuring accurate seating arrangements.• Effectively communicating with guests regarding wait times and special requests.• Coordinating with restaurant staff to ensure timely and efficient service.• Monitoring the dining area to accommodate guest needs and maintain a pleasant ambiance.



	<ul style="list-style-type: none">• Providing information about menu items, specials, and promotions.• Handling guest inquiries, concerns, and feedback with professionalism and courtesy.• Assisting in maintaining cleanliness and organization in the reception area.
EDUCATION & TRAINING	<ul style="list-style-type: none">• High school diploma or equivalent.
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none">• Familiarity with hospitality and customer service practices.• Previous experience in a similar role is advantageous.
SKILLS & ABILITIES	<ul style="list-style-type: none">• Exceptional interpersonal and communication skills.• Ability to handle stressful situations with grace and maintain a positive demeanor.• Strong organizational skills and attention to detail.
Hours / Shifts	9 hours (+/- 90 minutes)