

Club Hostess Job Description

- Have good knowledge of the design of the restaurant or club as well as the menu
- Direct clients to any room or section of the building they may need to assess, like the restroom, etc.
- Help clients in choosing their food or drink from the list on the menu
- Know about the position number of all the seats located at the bar
- Be fully aware of how to provide water for clients and also where to gather such guests when their tables are ready
- Provide needed answers to clients seeking clarifications on items on the menu
- Feel comfortable and at home in the presence of clients; this is further promoted by good knowledge of menu and modus operandi of the restaurant or club
- Ensure that clients are always comfortable by talking to them when necessary to ensure they feel welcome
- Offer the right entertainment item to lone clients, like magazine or newspaper
- Make sure the restroom, shower, and other parts of the club or restaurant is kept clean.