

# Head Hostess Job Description

---

- Relate with clients when they arrive and when they are leaving
- Thank clients for their patronage when they are leaving
- Communicate with customers while they wait for their drink and food order
- Ensure complete and consistent cleanliness of the hostess area
- Be available to answer calls and to greet guests
- Provide assistance to servers with tallies at shift ends
- Supervise host book efficiently and oversee clients seating arrangements
- Handle clients amicably and with understanding whether they have reservation or not
- Make great and impressive first impression on clients
- Schedule reservation for guests both in person and over the phone
- Communicate with supervisors or management on any issue related to customers
- Handle all cases related to guest courteously and professionally
- Maintain diplomacy while relating with clients.