

# Hotel Hostess Job Description

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- Ensure that customer needs and desires are met
- Relate with head chefs, maintenance, transportation, and security managers
- Order supplies and coordinate services from outside vendors
- Room bookings over the phone
- Ensure that lobby area is tidy and presentable
- Greet customers as they step into the hotel facility
- Attend to customer complaints
- Provide helpful and inviting environment for guests
- Ensure book registration of each guest as they arrive
- Coordinate the activities of other hotel workers
- Answer questions asked by guests
- Ensure maintenance of the hotel facility
- Constantly remind servers of guests waiting.