



Greenacres Bowl Position Titled Party Host/Hostess

Purpose:

To provide all patrons with prompt, efficient, courteous service. Observe all aspects of our facility and use proper judgement in action taking when handling all situations. Maintaining the highest level of cleaning standards by following the instruction of the Shift Leader.

Essential Duties:

- Greets, acknowledges and interacts with patrons in a friendly and professional manner
- Sets up tables and chairs
- Neatly sets up tablecloth, plates, cup, napkins etc.
- Facilitates and supervises organized birthday party activities and ensures children are active, interested and safe throughout the party
- Explains and demonstrates bowling and arcade activities to party participants
- Responds to any questions, complains, or conflict in a timely manner
- Takes food orders of guests and enters orders into the Point of Sale system
- Communicates with the diner to ensure orders come out in a timely and accurate manner
- Delivers orders to guest accurately and efficiently
- Finalize bill accurately and process payment
- Clean up party lanes and surrounding area putting away bowling balls, tables, chairs etc.
- Assist in setup and clean up of group events as needed

Basic Skills:

General housekeeping, math, reading, verbal communication skills. Must possess outstanding customer service. Must be energetic, enthusiastic, and enjoy working with children and providing a fun and friendly celebration environment. Must have the ability to stand for 8 hours. Must be able to lift 25lbs.

Pay Scale:

Minimum Hourly Rate- \$12.00 Maximum Hourly Rate- \$13.73 Maximum Annual Raise- 5%

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