

FAT CALF

Brasserie

The ***Restaurant Reservation Agent*** is responsible to receive and record guests' restaurant reservations and provide fast, efficient, courteous service at all times to guests.

DUTIES AND RESPONSIBILITIES:

- *Receive and record guests' reservations whether in person, via phone or online reservation system and assign tables according to customer's request and automated system recommendations
- *Greet guests at the front door and escort to table in a courteous and professional manner
- *Ensure menus are up to date, clean & mark free
- *Speak with guests to ensure satisfaction with food, service, and the booking
- *Inform management as necessary regarding need for dining room supplies and equipment
- *Inspect and set up Reservation area prior to daily service and at end of night for following day
- *Assist servers and other FOH staff with preps for menus, posters, tags & other requirements
- *Perform any other duties as assigned by Management.

Candidate Requirements:

- *At Least 1 - 2 years of experience as a Restaurant Hostess/Host/Attendant
- *Effective communication skills and pleasant personality are a must
- *Attention to detail and ability to multi-task are essential
- *Possession of basic computer operating skills – MS Office/Excel is desirable
- *Prefer experience with Seven Rooms online booking system or equivalent

Must be willing to work nights and weekends.

To apply, upload resume and references at <https://www.fatcalfbrasserie.com/jobs/>