



HOST

Clyde Iron Works is looking for a welcoming and organized Host to join our team. The Host plays a pivotal role in creating a positive first impression for our guests. This individual will be responsible for greeting guests, managing reservations, and ensuring a smooth flow of guests into the restaurant. The ideal candidate will be friendly, efficient, and capable of providing exceptional customer service.

RESPONSIBILITIES:

Host duties include but are not limited to:

- ♦ Warmly greet and welcome guests as they arrive at the restaurant
- ♦ Manage and organize reservations, ensuring tables are available for guests
- ♦ Maintain a waitlist and inform guests about estimated wait times
- ♦ Escort guests to their tables and provide them with menus
- ♦ Collaborate with servers to coordinate seating and service
- ♦ Monitor the dining area to ensure it is clean, organized, and ready for guests
- ♦ Answer guest inquiries and provide information about the restaurant and its offerings
- ♦ Take phone reservations and provide accurate information regarding availability
- ♦ Assist in accommodating special requests, such as special occasions or seating preferences
- ♦ Thank guests for their visit and invite them to return

SKILLS:

- ♦ Friendly and outgoing personality with exceptional interpersonal skills
- ♦ Strong organizational skills to manage reservations and waitlists effectively
- ♦ Excellent communication skills, both in person and over the phone
- ♦ Ability to remain calm under pressure in a fast-paced restaurant environment
- ♦ Customer service-oriented attitude and a desire to ensure a positive guest experience
- ♦ Familiarity with restaurant operations and knowledge of menu items
- ♦ Flexibility to work during evenings and weekends
- ♦ Basic knowledge of sanitation and safety regulations

Visit clydeironworks.com/careers to apply online or stop by Clyde Iron Works at 2920 W. Michigan St., Duluth, MN 55806 to fill out an application.

Questions? Email Toni Giuliani at events@clydeironworks.com or call 218-727-1150.