

# **Event Host/Hostess**

## **Department**

Food and Beverage

## **Supervisor**

Event Sales Manager

## **Job Summary**

The Events Host is responsible for ensuring that all events clients are extremely satisfied throughout their event, constantly exceeding guest expectations by proactively anticipating their needs, beginning with the set up process prior to the event, all the way through the conclusion and take-down process of the event.

## **Duties and Responsibilities**

### **General**

Gathering all essential event and staffing information prior to event start

- Communicating with event staff about event timing and any special requests
- Oversee the set up of all tables/areas, linens and supplies
- Create a personal connection with the event contact and outside event vendors while ensuring that all the guest needs are exceeded
- Ensure the ending of the event is a pleasant experience
- Maintain a clean and organized work area including event spaces, and the care of event storage items
- Ensure guests leave eager to return always extending a friendly farewell

## **Responsible For:**

Physical condition of event spaces (Crystal Ballroom, Sunlit Room, Grandview Room, Reed Room, Browning Conference Room, and Boardroom), condition and organization of all events equipment.

## **Requirements**

- Must be willing to work a variety of day, night, and weekend shifts
- Must demonstrate the ability to work under pressure while multitasking
- Extremely friendly
- Must be able to read, write, and have strong communication skills in the English language
- Must possess a positive service orientated attitude towards all guests and employees
- Must be able to move around the venue quickly and easily
- Must be able to speak clearly and listen attentively to teammates and guests,

- occasionally in a loud environment
- Must have the ability to bend and lift objects frequently weighing up to thirty (30) pounds

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.