



POSITION DESCRIPTION

Title: Greeter

Department: Loveless Cafe

Position Status: Full Time

Rate of Pay: Based on Experience

Loveless Cafe is seeking greeters to welcome guests at the door and over the phone with a warm and friendly demeanor. Greeters will seat guests and present clean menus in a friendly, professional and efficient manner.

Responsibilities:

- Greets and seats guests, presents menus to guests, informs them of specials and soup of the day
- All guests must be treated in a manner to ensure their complete satisfaction. Always strive to exceed our guests' expectations.
- Takes names on a waiting list
- Runs the floor plan board
- Observes tables and keeps track of clean, dirty and occupied tables
- Takes guest information and quotes wait times to guests accurately when tables are not immediately available
- Cleans, organizes and stocks menus at host area
- Answers the phone and answers questions concerning the menu and restaurant
- Interacts with guests in and as they leave the restaurant to ensure positive dining experience
- Fill to-go orders when applicable
- Maintains restrooms throughout shift
- Sweeps in foyer and front entrance area frequently
- Other duties as directed

Qualifications

- Excellent communication skills (verbally interacts with management, servers, team members and guests)
- Must be able to read, write and determine wait time based on ABC Company procedures
- Must be able to visually scan restaurant for clean, unoccupied tables

Preferences

- On time everyday
- Able to take and give direction
- Must work well in team environment
- Must be able to multi task
- Customer/Client Focus
- Flexibility
- Time Management

Position Requirements

- Valid Tennessee Driver's License
- Must have availability to work a changing schedule
- Will work nights, holidays and weekends
- *Not looking for summertime-only help*

Work Requirements

- Be able to stand during entire shifts (up to 8 hours)
- Be able to reach, bend and stoop frequently
- Carries 20 LBS highchairs up to 10 times per shift

If interested, send resume to:

Loveless Cafe

8400 Highway 100

Nashville, TN 37221

employment@lovelesscafe.com

No phone calls or drop-in appointments will be accepted. Selected candidates will be contacted for an interview.