
Restaurant Hostess Resume

Job Objective

To pursue a position of Restaurant Hostess in which my customer service and interpersonal skills can help further the development of the organization.

Highlights of Qualifications:

- Hands-on experience in managing banqueting services at restaurant
 - Deep knowledge of restaurant policies
 - Exceptional knowledge of customer service operations
 - Familiarity with operation and maintenance of food service equipment
 - Amazing ability to resolve customer concerns
 - Immense ability to answer customer calls promptly
 - Outstanding ability to work in flexible schedules as per business demands
 - Superior written and verbal communication skills
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Professional Experience:

Restaurant Hostess
Gannon's Restaurant, Wood Dale, IL
August 2007 – Present

Responsibilities:

- Maintained restaurant clean and safe.
- Assigned service stations to servers.
- Assisted servers in cleaning and bussing tables.
- Ensured that menu cards are in good conditions.
- Performed inspections to identify any maintenance problems.
- Followed proper telephone etiquette.
- Handled cash register when needed.
- Managed reservations and cancellations as per restaurant standards.

Restaurant Hostess
Montcalm Restaurant, Wood Dale, IL
May 2004 – July 2007

Responsibilities:

- Greeted and escorted customers to tables.
 - Presented menu cards to customers and obtained their orders.
 - Coordinated with kitchen staffs and servers to provide prompt services to customers.
 - Assisted in menu planning activities.
 - Handled all customer reservations in an efficient manner.
 - Worked with Manager to plan and organize parties.
 - Assisted in making seating arrangements as per customer preferences.
 - Maintained daily shift records for submission to management.
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Education:

Bachelor's Degree in Restaurant Management
Rowan University, Glassboro, NJ

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