



HOST

Chenal Country Club is seeking a part time Host/Hostess to complete our Dining Room team. This person must be energetic, outgoing, personable, professional, courteous, detail oriented, and willing to do a variety of tasks.

Description: The Hostess greets and assists members and their guests while seating them at an appropriate table in one of the dining rooms for service. The Hostess also answers the phone, takes, and enters to-go orders.

Skills: Requirements include, but are not limited to: Standing for long periods of time. Daily balancing on narrow or slippery surfaces. Lifting or raising objects from a lower to a higher position. Work with cleaning fluids such as glass cleaner. Pushing or pulling, using hands and arms to press against something with steady force. Light work, exerting up to 20 lbs of force occasionally.

Duties: Duties of the job include, but are not limited to: Answering the phone in a professional and courteous manner. Greet members and guests in a friendly and professional manner. Seat members at an appropriate table for their party. Stand for long periods of time. Efficiently take to-go orders and verify accuracy when placing items in carryout bag. Use a touchscreen computer system to charge member accounts; place orders, and list reservations. Wear proper uniform and follow personal grooming as per policy. Follow all applicable safety rules. Work regular scheduled shift. Work scheduled overtime. A qualified candidate must be available and willing to work evenings, weekends and holidays.

All candidates who receive an offer of employment will be drug-tested and background screened.

Chenal is a DRUG FREE workplace; and Equal Opportunity Employer; MFVD, E-verify, AAP.

**Apply in person:
10 Chenal Country Club
Little Rock, AR 72223
Tues.-Fri. 8:30 am – 4:00 pm
Phone – 501.821.7512
Contact Tandy Hunjan, Human Resources**