



Property Owners Association

## JOB ANNOUNCEMENT

Canyon Lake Property Owners Association  
Human Resources Department  
951-244-6841, ext. 218  
31512 Railroad Canyon Road  
Canyon Lake, CA 92587

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Date: July 13, 2017

Position: Host/Hostess

Department: Food & Beverage – Country Club Restaurant & Bar

Position Type: Part-time

Starting Pay Rate: \$10.50 per hour

### Brief Job Description:

The Country Club Restaurant in the community of Canyon Lake is now hiring P/T positions for Host/Hostess. This position is responsible for greeting guests at the door. The Host/Hostess seats and presents clean menus to guests in a friendly, professional and quick manner.

### Basic Functions and Duties:

- Greets and seats guests, presents menus to guests, informs them of special menu items
- Treats all guests in a manner to ensure their complete satisfaction. Always strives to exceed 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 guests information and quotes wait times to guests accurately when tables are not immediately available
- Cleans, organizes and stocks menus at host area
- Answers phone and answers questions concerning the menu and restaurant
- Interacts with guests as they arrive and as they leave the restaurant to ensure positive dining experience
- Performs other duties as directed

### Physical Demands:

Estimated percentage of daily requirements on the job:

- 100% - Stands during entire shift
- 75% - Reaches, bends and stoops frequently
- 50% - Verbally communicates with guests and phone callers

### Job Requirements:

- Ability to work 6+ hours on your feet at a time
- Must be available to work days, nights, weekends and holidays
- Friendly, open disposition
- High school diploma/GED preferred
- Must have a Riverside County Food Handlers Card.
- Must successfully pass a background check and substance abuse screening.

### How to Apply:

Application may be picked up at the Human Resources office located at the Canyon Lake Property Owners Association office or downloaded off the website [www.canyonlakepoa.com](http://www.canyonlakepoa.com) under link "Forms". Email resumes and applications to the Human Resources department at [lr Rogers@canyonlakepoa.com](mailto:lr Rogers@canyonlakepoa.com). Resumes and applications can also be faxed to 951-566-9205.