

Ohayo Japanese Steakhouse Position Description



Job Title:	Host(ess)	Job Category:	Non-exempt
Rate of Pay:	\$8.55	Position Type:	Part-Time
HR Contact:	Sasha Payadnya	Date Posted:	7/8/19
Will Train Applicant(s):	Yes	Posting Expires:	8/1/19
Reports to:	Manager/Supervisor on shift		
Applications Accepted By:			
EMAIL: Sasha Payadnya ohayojapanesesteakhouse@gmail.com Subject Line: Application for Employment		MAIL: Sasha Payadnya Ohayo Japanese Steakhouse 1256 North High Street Hillsboro, OH 45133	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Greeting and seating customers • Maintain order at the front desk and communicating with customers respectfully • Assist and inform customers making carryout orders, and communicate to kitchen staff • Maintain proper carry out experience, including packing items, fulfilling customer needs, clearing, cleaning and restocking carryout utensils, bags, sauces, etc. • Accept payments from customers and operate POS system for ordering and payments • Perform basic cleaning tasks as needed or directed by supervisor (end of shift side work) • Filling in for absent staff as needed • Greet and communicate with coworkers and customers in a polite, friendly, appropriate and respectful manner • Adhere to grooming and appearance standards • All other tasks and duties assigned <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High School Diploma, GED or Current Enrollment Food Handler Certification Preferred</p> <p>PREFERRED EXPERIENCE</p> <p>Food service, carryout or other related experience Experience communicating and accepting orders over the phone Experience scheduling reservations Knowledge of POS systems and credit card transaction processing Money handling and knowledge of basic math Customer service or volunteer work</p> <p>Ohayo Japanese Steakhouse is an Equal Opportunity Employer.</p>			
Approved By:	Sasha Payadnya	Date:	7/8/19
Last Updated By:		Date/Time:	