

## Savour on Broadway Host

Reports to: Director of Food & Beverage

Classification: Non-Exempt. Part time.

Up to 29 hours/week: days, evenings, weekends, and special events

Location: De Pere, WI

### **About the Mulva Cultural Center**

The Mulva Cultural Center is a place where all guests are invited to experience a culturally creative and diverse environment for education, enlightenment, contemplation, and enjoyment. The Mulva Cultural Center seeks to offer traveling exhibits, arts, and culture within an architecturally significant facility in historic downtown De Pere, Wisconsin.

### **Position Summary**

The **Restaurant Host** is responsible for providing exceptional customer service. As a Host at Savour on Broadway, you will be the first point of contact for our guests, providing them with a warm and welcoming experience from the moment they arrive. Your primary responsibility is to ensure smooth operations and excellent guest service.

### **Essential Job Functions:**

- Provides exceptional guest service.
- Greeting guests as they enter the restaurant with a friendly and professional demeanor.
- Managing reservations, ensuring accurate seating arrangements, and maintaining an organized seating chart.
- Escorting guests to their tables and presenting menus.
- Providing guests with information about the restaurant, menu items, and special promotions.
- Communicating effectively with servers and kitchen staff to manage table turnover efficiently.
- Handling guest inquiries, requests, and complaints promptly and courteously.
- Coordinating with the management team to accommodate special requests and VIP guests.
- Monitoring the dining area to ensure cleanliness, ambiance, and adherence to safety standards.
- Assisting with various tasks such as coat check, arranging flowers, and maintaining restaurant cleanliness.
- Collaborating with other team members to ensure seamless service and guest satisfaction.

### **Qualifications and Experience:**

- High school diploma or GED.
- 2 or more years of experience in a fine dining food and beverage position preferred.

### **Knowledge, Skills, and Abilities:**

- Excellent communication and interpersonal skills.
- Proven ability to work independently and with a team.
- Strong attention to detail and the ability to multitask in a fast-paced environment.

- Able to maintain flexible hours: weekdays, evening, holidays, weekends, special events.

**Personal Qualities:**

- Highly motivated and dependable with a strong work ethic.
- Demonstrates friendliness, professionalism, enthusiasm, and superior customer service.

**Physical and Environmental:**

- Ability to lift/move/maneuver up to 25 lbs.
- Frequent bending, stooping, lifting, and reaching as required to perform job.
- Ability to stand for extended periods of time.

**Equity, Diversity, and Inclusion Policy**

The Mulva Cultural Center fosters equity, celebrates diversity, and supports inclusion. We acknowledge that diverse backgrounds and voices of visitors, volunteers, trustees, staff, and residents represented in our communities make us strong and better equipped to make positive impacts locally, nationally, and internationally.

**EOE**

The Mulva Cultural Center is committed to building a culturally diverse staff and is an Equal Opportunity Employer. The MCC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristics protected by federal, state, or local laws.

**To Apply**

Please send your resume to [Lbartz@MulvaCenter.org](mailto:Lbartz@MulvaCenter.org)

Learn more about the Center by visiting [www.MulvaCenter.org](http://www.MulvaCenter.org)

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