



Position: Host

Apply in person to 125 E. Palace Avenue, Santa Fe between the hours of 9:30 am & 11 am and 2 pm & 5 pm

Company Overview: La Casa Sena has proudly been a local and visitor favorite in Santa Fe, New Mexico for over 30 years. We feature New American West cuisine, inspired by New Mexican influences and seasonal ingredients. We offer an award-winning wine list and a spectacular patio and outdoor bar.

Position Summary: La Casa Sena is seeking candidates who are dedicated to providing the highest standards of service to our guests. Host staff assist in creating a memorable dining experience by welcoming and seating guests, coordinating and maintaining a smooth shift flow. Additionally, the Host thanks our guests as they leave the restaurant and invites them to return again.

Compensation: The Server position is an hourly ranging from \$8.00 to \$10.00 per hour plus gratuity, based on experience.

Essential Functions & Responsibilities

- Ability to provide superior customer service and communicate well with guests
- Maintain professional restaurant image, including superior sanitation and cleanliness controls
- Greet guests in a warm and friendly manner as soon as they enter the restaurant
- Utilize OpenTable and Guest Center to book reservations and maintain a smooth flow of service
- Use proper telephone etiquette
- Actively gather guests' preferences and update profiles to create repeat business and memorable dining experiences
- Be knowledgeable about food and beverage menu items and answer questions
- Act as a liaison between wait staff, support staff, the management team and guests
- Communicate any guest concerns to the Manager for quick resolution
- Work with a diverse set of co-workers as part of a cohesive team
- Possess a good understanding of Santa Fe culture and events to provide to our guests
- Attend all mandatory in-house trainings including Alcohol Service and Harassment

Qualifications & Characteristics:

- Must be 19 years or older
- Impeccable integrity, honesty and trustworthiness
- Proficiency in the following restaurant functions: sequence of service, food and beverage service, sanitation, company policies and procedures.
- Computer proficiency and technical aptitude with the ability to use OpenTable and Guest Center
- Good verbal and written communication skills, including the ability to remain calm and professional in a fast paced work environment

Working Conditions

- Hours may vary and you must have flexible availability to work nights, weekends and holidays.
- While performing the responsibilities of this job, the employee is regularly required to stand for long periods, walk, reach with arms and perform repetitive hand and wrist motions. The position also requires bending, twisting, and lifting up to twenty (20) pounds
- Regularly required to handle food and hot beverages and use hazardous equipment

Education & Experience:

- 1+ years of experience in a fine dining/fast casual setting
- Appropriate Alcohol server permit within thirty days of hire

La Casa Sena is an Equal Opportunity Employer

This is not intended to be a detailed description of all tasks and job requirements. The job description is subject to change and other duties may be added or assigned at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions