# EMPLOYER JOB ORDER FORM

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
<th>OPEN DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobby Lounge Host / Hostess</td>
<td>17674</td>
<td>01/10/2020</td>
<td>San Jose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS/WEEK</th>
<th>SALARY</th>
<th>WORKDAYS</th>
<th>SHIFT/HOURS</th>
<th>REQUIRED EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 - 40</td>
<td>$15.22 - $DOE</td>
<td>Various</td>
<td>Various</td>
<td>High School Diploma/GED - Preferred but not required</td>
</tr>
</tbody>
</table>

**REQUIRED FOR POSITION**
- Drug Screen, Background Check

**JOB DESCRIPTION**

**Fairmont Hotel Overview:**

World-renowned, The Fairmont San Francisco presents an awe-inspiring picture of historic San Francisco. A fixture in the heart of Silicon Valley since 1987, The Fairmont San Jose delivers an irresistible blend of innovation and elegance. With the meteoric growth of the computer industry, Silicon Valley has become one of the world’s busiest hubs, and the capital of this high-tech mecca is San Jose. The Fairmont San Jose hotel combines technological innovation with timeless elegance.

**Lobby Lounge Host / Hostess (New Concept)**

As a Host/Hostess with Fairmont Hotels & Resorts, you will be an ambassador for the exceptional service and cuisine that are hallmarks of our dining experience. Your warm, personal attention provides a memorable first impression for guests of our restaurants and lounges, making them feel welcome and valued.

**Summary of Responsibilities:**

Reporting to the Fountain Manager, responsibilities and essential job functions include but are not limited to the following:

- Consistently offer a professional, friendly greeting and engaging service
- Understand the Server’s tasks in the outlet
- Understand shift end reports in the outlet and the POS system
- Assist guests regarding food and beverage menu items in an informative and helpful way
- Have knowledge of all menu items, garnishes, contents and preparation methods
- Follow outlet policies, procedures and service standards
- Follow all safety and sanitation policies when handling food and beverage
Other duties as assigned

3 TO 5 KEY SKILL SETS REQUIRED

Qualifications:

- Previous service experience an asset
- Previous Point of Sale System experience an asset
- Excellent communication and organizational skills
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to work well under pressure in a fast paced environment
- Ability to work cohesively as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times

Physical Aspects of Position (include but are not limited to):

- Constant standing and walking throughout shift
- Occasional lifting and carrying up to 20 lbs
- Occasional kneeling, pushing, pulling
- Occasional ascending or descending ladders, stairs and ramps

Visa Requirements:

Applicant must provide proof of eligibility to work in the United States