



Part Time Host/Hostess

Job Description

Posting Date Apr 05, 2018

Job Number 18000YTK

Job Category Food and Beverage & Culinary

Location The Westin Ottawa, Ottawa, Ontario [VIEW ON MAP \(https://www.google.com/maps?q=The%20Westin%20Ottawa%2COttawa%2COntario%2CCAN\)](https://www.google.com/maps?q=The%20Westin%20Ottawa%2COttawa%2COntario%2CCAN)

Brand Westin Hotels & Resorts

Schedule Part-time

Relocation? No

Position Type Non-Management/Hourly

Start Your Journey With Us

At Westin, we are committed to empowering the well-being of our guests by providing a refreshing environment, thoughtful amenities, and revitalizing programming to help ensure that they leave feeling better than when they arrived. We recognize that travel can be disruptive to our guests' well-being, and we're energized to assist as partners in helping them maintain control and soaring above it all while on the road. Everything we do is designed to help guests be at their best, and they appreciate our supportive attitude, anticipatory service and extensive knowledge on how to best assist them throughout their stay. We are looking for dynamic people who are excited to join the team and ready to jump into any situation to give a helping hand. If you're someone who has is positive, adaptable and intuitive, and has a genuine interest in the well-being of others around you, we invite you to discover how at Westin, together we can rise.

Job Summary

Greet guests and determine the number in their party. Seat guests by finding a clean, available table; pulling out chairs; placing clean/current menu in front of guest, etc. Guide guests through the dining rooms and provide any needed assistance. Move and arrange tables, chairs, and settings and organize seating for groups with special needs. Ensure place settings are appropriate and each guest has a napkin, clean silverware, and any other item that is part of the standard place setting. Check menus to ensure they are current, clean, plentiful, and wrinkle-free. Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures. Monitor dining rooms for seating availability, service, safety, and well being of guests.

Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect

company assets. Welcome and acknowledge all guests according to company standards. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

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Notification to Applicants: *The Westin Ottawa takes seriously its obligations under the Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 and will provide accommodations to job applicants needing assistance. If you require an accommodation in relation to this job posting, our online application or an interview, please call 905-366-5227 or email CanadaApplication.Accommodation@marriott.com (mailto:CanadaApplication.Accommodation@marriott.com) and a member of our Human Resources team will respond to your request. Please note that this phone number and email are only for those individuals who would like to request an accessibility accommodation as part of the recruiting process.*

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