



BOTTLE AND BOND KITCHEN & BAR

Opening Spring 2018, the Bottle and Bond Kitchen & Bar at the Bardstown Bourbon Company, featuring an exclusive whiskey library and vintage spirits collection.

Position: Host/Hostess

Hours of work: Flexible, with frequent evenings, weekend shifts, and holidays are required.

Summary/Objective

This position is responsible for greeting guests at the door. The host/hostess seats and presents clean menus to guests in a friendly, professional and quick manner. Must demonstrate genuine hospitality to make guests feel welcome and have the ability to handle guests' concerns in a friendly and exceptional manner. Maintains a professional appearance and positive attitude at all times. Must have a cordial, outgoing personality, with the desire to provide a high-level of service and hospitality.

Job Description/Responsibilities

- Greets and seats guests, presents menus to guests.
- Take phone reservations accurately and inputs all details in POS system.
- Takes phone calls from customers answering questions regarding the menu, restaurant, and give directions to the restaurant.
- Treats all guests in a manner to ensure their complete satisfaction.
- Always strives to exceed guests' expectations.
- Runs the floor plan board.
- Observes tables and keeps track of clean, dirty and occupied tables.
- Takes guest information and quotes wait times to guests accurately when tables are not immediately available.
- Cleans, organizes and stocks menus at host area.
- Interacts with guests as they arrive and as they leave the restaurant to ensure positive dining experience.
- Fills to-go orders, if applicable.
- Provide assistance to co-workers as needed to provide a high level of service.
- Maintains restrooms throughout shift.
- Upon departure, thank guests for choosing our restaurant and invite them back.
- Sweeps foyer area to make sure it is clear of falling leaves from trees.
- Performs other duties as directed.



Qualifications/Requirements

The successful candidate will have:

- Prior restaurant experience.
- A high school diploma or GED.
- Ability to speak fluent English.
- Good communication and interpersonal skills.
- Proven ability to manage multiple projects simultaneously.
- Basic computer skills.

Physical requirements

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential function of this job.

- Stands during entire shift.
- Reaches, bends and stoops frequently.
- Verbally communicates with guests and phone callers.
- Must be able to read, write and determine wait time based on Bottle & Bond Kitchen & Bar's procedures.
- Must be able to visually scan restaurant for clean, unoccupied tables.
- This position requires frequent washing of hands

The Bardstown Bourbon Company is committed to equality of opportunity in all aspects of employment. It is the policy of The Bardstown Bourbon Company to provide full and equal employment opportunities to all employees and potential employees, without regard to race, color, religion, national or ethnic origin, veteran status, age, gender, gender identity or expression, sexual orientation, genetic information, physical or mental disability or any other legally protected status.

Company/Location Overview

The Bardstown Bourbon Company is a celebration of the art of making whiskey and the community responsible for helping bring it to the world. No secrets. No hidden recipes. Located on 100 acres of active farmland in the "Bourbon Capital of the World," the Bardstown Bourbon Company is the largest new distillery in the country that will:

- Produces high-quality, authentic Kentucky bourbon, whiskey, and rye brands;
- Offers custom whiskey production for distillers and non-distilling brand owners interested in creating new whiskey products and improving the quality and scale of their current brands;



- Provides a completely unique, entertaining, educational, and interactive destination experience for visitors on the Kentucky Bourbon Trail.

For more information, please visit www.bardstownbourbon.com.

All employees of The Bardstown Bourbon Company must have the following characteristics:

- Appreciate and provide excellent customer service
- Comfortable interacting daily with distillery customers as well as tour groups and guests in a hospitality focused environment
- Excellent team player