

Host and Hostess Training Guide

Your hosts and hostesses are the first employees to engage with customers when they walk through your door. We know first impressions are critical in foodservice, but host training is often neglected to make time for [training servers](#) or kitchen staff. If you invest time into developing your host staff, the far-reaching benefits will have a positive effect on your entire restaurant staff. We've made a guide to help you prioritize your host and hostess training so your guests receive the best service possible.

What Is a Host at a Restaurant?

Hosts and hostesses greet customers and take them to their seats. It seems simple, but hosting is more involved than you may realize. A good host has to be aware of the flow of service in the dining room at all times. They must handle reservations, server seating rotation, and customer wait times, all while welcoming each guest that walks through the door. The host may also have to juggle answering phones, cashing out customers, and packaging carryout orders.

Host vs Hostess

Which is the preferred title, host or hostess? If you want to use inclusive terminology in your job postings or [employee handbook](#), it's acceptable to say *host and/or hostess*. Host, or host staff, is also considered gender neutral.

What Does a Restaurant Host Do?

From the guest's perspective, the host welcomes them to the restaurant and leads them to their seat in the dining room. But a restaurant host or hostess does more than just greet and seat. A great restaurant host knows the dining room floor plan by heart, including table numbers, covers per table, and server sections. They multitask behind the scenes to keep the flow of service on track and [maximize table turnover](#).

Maitre D vs Host

The position of the maitre d' is similar to a host or hostess but with more responsibility. A maitre d' (pronounced may-tra-dee) oversees the entire front-of-house, manages the server staff, and takes ownership of guest satisfaction. Unlike a host or hostess, you won't find a maitre d' working at a casual restaurant. They're employed in fine dining environments where service is expected to be elevated.

Host Training Guide

We'll help you understand the intricate aspects of restaurant hosting and how you can train your host staff to provide impeccable service.

1. Reservations

Taking reservations isn't as easy as you think! If you take reservations by phone, your host staff should be trained to ask for the following information:

- Number of guests
- Highchairs or boosters
- Wheelchairs, walkers, or service animals
- Table or booth preference
- Indoor or outdoor preference
- Dietary restrictions
- Birthdays or events
- Time and date

Restaurant Hostess Training Guide

Lora Arduser, Douglas Robert Brown



Restaurant Hostess Training Guide:

The Waiter & Waitress and Waitstaff Training Handbook Lora Arduser, Douglas Robert Brown, 2005 This training handbook was designed for use by all food service serving staff members The guide covers every aspect of restaurant customer service for the positions of host waiter or waitress head waiter captain and bus person The detailed performance of each position is described for different types of establishments and all types of service including French American English Russian Family Style and Banquet It provides step by step instructions on hosting seating guests taking filling orders loading unloading trays table side service setting an elegant table folding napkins centerpieces promoting specials promoting side orders handling problems difficult customers managing tips and taxes getting customers to order quickly handling questions handling the check and money Plus learn advanced serving techniques such as flambe and carving meats fish and fruits It also features a chapter devoted exclusively to food safety and sanitation Whether it s your first day on the job or you are a twenty year veteran you are bound to learn alot Food service managers will find this book to be an excellent foundation for your organizations training program *Server Training Manual* Ryan Dahlstrom, This Server Training Manual is brought to you by Bar Manuals founder and Best Selling author Ryan Dahlstrom Certified Consulting Bar Experts by the Hospitality Association of America If you own or manage a Bar Nightclub or Restaurant and feel like your business should be doing better you should purchase this Server Training Manual *Restaurant Server Manual* Jeffery D. Schim, 2017-06-13 The restaurant Server Manual covers waitstaff training a greeter training This is a valuable resource for your restaurant or bar Waitstaff will learn how to create exceptional service for your guest This restaurant server manual covers the following Orientation Training your Team Effective Training Techniques Certified Trainers Positive Plus Correction Feedback Teamwork How to Prevent Guest Complaints Guest Recovery Food Safety Allergens Food Delivery Procedures Restaurant Safety Clean as you go Server Job Description Six Steps of Service How to Roll Silverware Silverware and Plate Placement Point of Sale Training Restaurant Greeter Training Restaurant Greeter Job Description Return of Investment ROI Training your staff is an investment Your customers will benefit and your bottom line will show an increase in restaurant revenue The most important part of the restaurant server training manual is the six steps of service Basically your managers servers and greeters will learn and memorize the six steps of service Your employees will live the steps of service from shift to shift The server steps of service begin when the customer arrives and walks through your restaurant front door and ends when they depart the restaurant Your goal is to provide exceptional wow customer service by applying the steps of service all throughout the customer s visit [Audiovisual Guide to the Catalog of the Food and Nutrition Information and Educational Materials Center](#) ,1975 **Audiovisual Guide to the Catalog of the Food and Nutrition Information and Educational Materials Center** Food and Nutrition Information Center (U.S.),1977 **Service Dog Training Guide** Jennifer Hack,2020-06-16 Master service dog training at home with this easy step by step guide Service dogs are life changing for

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The Encyclopedia of Restaurant Forms Douglas Robert Brown,2004

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Handbook of Intercultural Training Dan Landis,Richard W. Brislin,2013-09-17 Handbook of Intercultural Training

Volume I Issues in Theory and Design is a compilation of nine essays dealing with a problem central to today's complex world. How can people best live and work with others who come from very different cultural backgrounds? The major focus of the nine essays in this book is the experience of living and working for long periods in other cultures. The book also focuses on other types of cross-cultural experiences such as majority-minority group relations, training and preparation, and integration. There are analyses of possible experiences people may have such as stress during adjustments. Other authors in this book address the benefits of intercultural action and integration into a country's educational system. International education is seen to benefit through a greater attention to face-to-face cross-cultural experience. The first seven essays are good descriptions of intercultural behavior and training, while Chapter 8 is an evaluation of cross-cultural training. The last chapter describes the atlas of affective meanings containing 620 concepts from 30 languages/culture communities for use in intercultural training and education. Behavioral and social scientists, trainers, and cross-cultural scientists overseas, businessmen, foreign students, diplomats, immigrants, and other people who work in different cultures will find this handbook very helpful.

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