



CORINTHIA
HOTELS

F&B HOSTESS

We are a collection of individually designed, distinctive five-star hotels. Each of the luxury hotels and resorts we have created in some of the most intriguing areas of the world is a unique tribute to local architecture and cultural traditions. Each member of our extended family is committed to the values of honest and discreet service - a service best described as 'Craftsmanship of Care.'

Corinthia Hotels are recruiting an **F&B Hostess** to join our team at the Corinthia Hotel Khartoum, Sudan

Key Responsibilities:

- Responsible for greeting and bidding farewell to guests, organising the cloakroom, handling phone calls and emailing correspondence with guests
- Have a good knowledge of the confirmation system and to carry out this function on a daily basis prior to each meal period in a quick and efficient manner.
- Is actively involved in running an efficient and effective reception/reservation operation.
- Ensures all reservations are communicated to the Management Team on duty in a detailed hand-over.
- Provides a friendly, courteous and professional attitude at all times.
- Reports and log any complaints/comments to the Management Team on duty at the time
- Ensure all menus details are accurate for party bookings and kitchen has menu information in good time.
- Ensure that customer needs and desires are met
- Attend to solve customer complaints & requests
- Deals with customers courteously and to ensure professional salesmanship is displayed at all times.
- Ensure immaculate cleanliness of all menus, no smudges, cornered pages, stains etc.
- Informs the Management Team of special attention guests/VIP's.
- Ensure all clients are greeted and seated in accordance with the Restaurant SOPs.
- Ensure regular clients are recognised and greeted accordingly.
- Informs the Management Team of special attention guests/VIP's.
- Ascertain and informs the waiter of guests' names and host at all times.
- Ensures all our customers receive a positive, warm and professional first impression of the Restaurant.
- Assists in an efficient registration and logging of all arriving customers.
- Is fully aware of special table allocations and restrictions on policies.

Corinthia Hotels

1, Europa Centre, Floriana FRN 1400 ~ Malta

Tel: +356 21 223399 | Fax: +356 21 239732 | Email: chi@corinthia.com | www.corinthia.com

COMPANY No. C26086 | VAT REG. No. MT 1573-1637



CORINTHIA

HOTELS

- Carries out any reasonable request by the Management Team in order to assist with the smooth operation of the restaurant and to ensure effective teamwork.

The selected candidate would ideally:

- Good management skills
- Good command of English & Arabic language (speak other language is a plus)
- A year of experience in a similar role with a 5 star high volume environment
- Receptionist
- Guest focused
- PA with F&B background
- F&B internship Strong customer skills and communication Skills
- Ability to be flexible and to multitask
- A friendly and an outgoing disposition
- Previous experience in related industry or as restaurant hostess or similar role
- Good Microsoft Office, POS system and Open Table knowledge
- Ability to work as part of a team
- Application is only for Sudanese nationality

Link:

<https://www.mp2jobs.com/role/5681914f-2cof-4c8d-b4d3-7183c14fb6c6>

Corinthia Hotels

1, Europa Centre, Floriana FRN 1400 ~ Malta

Tel: +356 21 223399 | Fax: +356 21 239732 | Email: chi@corinthia.com | www.corinthia.com

COMPANY No. C26086 | VAT REG. No. MT 1573-1637