



Job Title	Garden Room Host	Job Category	Part Time Year Round
Pay	\$15/hour plus gratuities		
Reports to	Director of Experiences	Supervises	n/a
Start Date	As soon as possible		
Schedule & Availability	Primarily event-based hours, Wednesday through Sunday. Comprehensive training provided in tea etiquette, Garden Room traditions, and Montana Club history. Must be consistently reliable and punctual, with a commitment to arriving prepared and on time for every event.		

Position Summary

The Garden Room Host is the warm and attentive presence at the heart of The Montana Club's High Tea Experience. This role is dedicated to creating an atmosphere of gracious hospitality—welcoming each guest with genuine warmth, guiding them with ease, and ensuring every detail of service is thoughtful and seamless. From the first greeting to the last farewell, the Garden Room Host embodies elegance, attentiveness, and care, leaving each guest with the feeling of having been truly looked after in a refined and memorable setting.

Essential Job Functions

- **Elegant Guest Welcome**
Provide a genuine, gracious welcome to every guest, ensuring each arrival feels personal and valued. Escort and seat guests with warmth, poise, and attentiveness.
- **Hospitality & Atmosphere**
Create a refined, comfortable environment where guests feel cared for at every moment. Share traditions and stories only as they enhance the guest's sense of belonging and enjoyment.
- **Service Excellence**
Deliver flawless tea service with precision, grace, and consistency. Demonstrate an unwavering commitment to etiquette, detail, and the art of refined hospitality.
- **Guest Care & Engagement**
Anticipate guest needs before they arise, respond promptly to requests, and ensure every guest feels seen and looked after throughout the experience.
- **Presentation & Setting**
Uphold the highest standards of elegance by maintaining immaculate table settings, décor, and overall



ambiance of the Garden Room.

- **Event Preparation & Closing**

Thoroughly prepare the Garden Room in advance of each service and return it to pristine condition afterward, reflecting the Club's dedication to excellence.

- **Team Collaboration**

Work seamlessly with kitchen and service staff to ensure perfect timing, smooth pacing, and a consistent standard of gracious hospitality.

Preferred Skills & Background

- Strong interpersonal and public speaking skills; comfortable engaging with both intimate tables and larger groups.
- Demonstrated experience in luxury hospitality, fine dining, or event hosting preferred.
- Knowledge of or interest in tea traditions, etiquette, and presentation.
- Exceptional attention to detail and commitment to creating a refined guest experience.
- Reliability and punctuality are essential; able to consistently arrive prepared and on time.
- Ability to work gracefully in a fast-paced event environment while maintaining a polished demeanor.
- Team-oriented mindset with a collaborative approach to service.

Physical Requirements

- Ability to stand and walk for extended periods during events.
- Comfortable carrying trays, tea service items, and light décor.
- Able to bend, reach, and lift up to 25 pounds as needed for event setup and breakdown.
- Must be comfortable wearing the uniform provided to maintain The Montana Club's refined presentation standards.

Signature: _____

Date: _____