



Host/Hostess

For more than 131 years and four generations, J.C. Newman Cigar Co. has handcrafted the world's finest cigars in the heart of Tampa's historic Ybor City. Our factory, El Reloj, is the last operating hand-rolled cigar factory in the United States—a living landmark where more than 25,000 guests from around the world visit each year to experience Tampa's cigar heritage.

In late 2026, we will open three new hospitality experiences inside a beautifully restored 1910 building across the street from El Reloj: **Elaine's**, a classic American restaurant with continental and local influences serving breakfast, lunch, and dinner; **Stanford's Cigar Club**, a premium cigar lounge built around an exclusive barrel-aged spirits and reserve red wine program; and **The Inn at El Reloj**, eleven beautifully appointed guest rooms upstairs from Elaine's. Together with our private events programming on both sides of the street, they form the El Reloj District, a hospitality destination unlike anything else in Tampa.

We are seeking a friendly and professional Host/Hostess to be the first point of contact for our restaurant guests. This role is ideal for someone who thrives in a fast-paced hospitality environment and enjoys creating a welcoming, organized, and memorable guest experience.

What You Will Do

As the Host/Hostess, you will manage guest flow, ensure efficient seating, and create a warm and inviting first impression. You will play a key role in maintaining service balance and supporting overall restaurant operations.

You will:

- Warmly greet and seat restaurant guests
- Manage guest flow and optimize seating efficiency
- Monitor table availability, coordinate with service staff, and reset tables
- Record guest names and party sizes during wait times and provide accurate wait estimates
- Call guest names when tables become available
- Accommodate special seating requests whenever possible
- Seat guests strategically to balance service stations
- Offer menus upon seating and ensure tables are properly set and presentable
- Open the front door for guests when possible
- Address guest concerns and requests promptly and professionally
- Work closely with restaurant management and wait staff
- Maintain a professional, friendly, and hospitable presence always
- Ensure reception and waiting areas are clean, organized, and properly supplied
- Answer incoming phone calls, taking complete messages, and returning calls on time
- Supporting restaurant operations with additional duties as assigned



Who You Are

You are outgoing, organized, and naturally welcoming. You enjoy being the face of the restaurant and take pride in delivering exceptional guest service from arrival to departure.

You likely bring:

- Previous hosting or restaurant experience preferred
- Excellent interpersonal and communication skills
- Ability to multitask and stay organized in a fast-paced environment
- A positive attitude and strong team-oriented mindset
- Passion for delivering outstanding guest service
- Professional appearance and demeanor
- Availability to work mornings, evenings, holidays, and weekends as needed

Physical Requirements & Work Environment

- Ability to stand and walk for extended periods throughout scheduled shifts
- Frequent movement between the host stand, dining area, and entrance
- Ability to bend, reach, and occasionally lift items up to 25 pounds
- Ability to manage a wait list, phone system, and reservation platform simultaneously
- Clear verbal communication required in a busy, sometimes loud environment
- Fast-paced restaurant setting with frequent guest interaction
- Moderate to high noise levels during peak service
- Flexibility to work evenings, weekends, and holidays based on business needs

Why You Will Love This Role

- Be part of a growing hospitality and events program in a historic Tampa landmark
- Work in a unique venue that blends culture, history, and hospitality
- Join a collaborative team focused on creating memorable guest experiences
- Play a key role in shaping each guest's first and last impression

Benefits That Support You

We offer a competitive benefits package including medical, vision, and dental coverage, a 401(k) savings plan with company match, company-paid life and short-term disability insurance, company-sponsored long-term disability, paid time off, and more.

Ready to Join Us?

If you're passionate about hospitality, take pride in creating exceptional guest experiences, and are excited to be part of a growing team, we'd love to hear from you. Please submit your resume



and a brief note sharing your experience and why you're interested in joining the J.C. Newman team to hr@jcnewman.com or apply online at www.jcnewman.com/careers.

J.C. Newman Hospitality Co. is proud to be an Equal Opportunity Employer. We are a drug-free workplace and conduct pre-employment drug screening.