Host / Hostess Front Office (m/f)

We're Hiring: Host (80–100%) – Be the heart of Hyve Café and Hotel

Basel | Full Time, Part time

Who are we?

We are Hyve, a vibrant hospitality hub in the heart of Gundeli where local clients and our guests get the chance to meet. To animate our hub, we're looking for friendly, energetic team members!

With a café/bar open 7/7 - from morning coffees to sunny terrace afternoons, all the way through to karaoke nights, afterwork drinks, and board games. It's more than a hostel, it's a neighborhood hangout and a space where locals and travelers connect.

Your mission

The Role: Host (80%)

Location: Basel - Gundeli
Start Date: As soon as possible
Hours: 6:30 am - 3:00 pm or 2:45 pm - 11:00 pm
Contract: 80-100%

As a Host, you'll be the first smile guests see and the steady presence throughout their stay. You'll play a key part in shaping their experience, from breakfast to check-out and everything in between.

Your Mission

- Welcome and take care of guests with warmth and professionalism
- Prepare and manage the breakfast area, bar, and common spaces
- Serve coffee, drinks, and simple menu items
- Keep the bar, dining room, courtyard, and terrace clean and tidy
- Keep the vibe friendly, and flowing
- Handle light admin tasks and communicate with housekeeping
- Manage check-ins, check-outs, and guest arrivals
- Be a positive, go-to presence for questions and support
- Share your secrets about Basel so that every customer has an exceptional and unique experience

Are you the one?

- You're dynamic, proactive, and love making people feel at home
- You've got great communication skills and a hands-on mindset
- You're organized, adaptable, and thrive in a fast-paced setting
- You're a team player who can also take the lead when needed
- You've got hospitality or service experience
- You know Basel like a local - or you're curious to explore it
- You're cool working weekends (we keep things fair!)
- You speak the language of coffee, cocktails, and connection
- You speak german and english, and other languages

What You'll Get

✔ A relaxed, people-first workplace with flexibility and fun
✔ A supportive team that encourages ownership and growth
✔ A fast-paced environment where no two days are the same
✔ The chance to bring your ideas to life in a forward-thinking company

How to Apply?

Send us:

- A short note about who you are and why this caught your eye
- Your CV

We can't wait to meet you!

Lise, General Manager

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www.hyve.ch