Banquets

Assistant Set Up Manager 1 FT Position

The Assistant Set Up Manager is responsible for ensuring proper setup and execution of all banquet areas with an emphasis on guest satisfaction.

Culinary

Banquet Sous Chef 1 FT Position

Coordination of all banquet hot and cold foods. Banquet Chef must work in conjunction with Chef and Banquet Captains and Managers to ensure quality, quantity, and timely delivery of all banquet functions. Must maintain high standards of quality and service and maintain themselves through effective training and continuous upgrading. Maintains the equipment entrusted to his care and keeps pars up. Maintains records, reports, and closing reports. Inspects function rooms and writes orders works orders for the engineering department to maintain rooms in excellent condition. Maximizes profits in his department through effective management techniques keeping in mind at all times guest satisfaction.

Houseperson Supervisor 1 FT Position

The Houseperson Supervisor is responsible for the oversight of houseperson. Set up, stock, and maintain meeting rooms. Refresh meeting rooms during meals and coffee breaks. Complete final breakdown of meeting room. Clean and return equipment to proper location. Must be able to follow instructions from department managers. Must be detail oriented, have excellent communication skills, and the ability to perform professionally under high levels of stress.

Banquet Set Up Overnight 1 FT Position

Set up, stock, and maintain meeting rooms. Refresh meeting rooms during meals and coffee breaks. Complete final breakdown of meeting room. Clean and return equipment to proper location. Must be able to follow instructions from department managers. Must be detail oriented, have excellent communication skills, and the ability to perform professionally under high levels of stress.

Culinary

Production Cook 1 2 FT - Position

To provide and maintain high quality standards and procedures in production for kitchen operations. To be an effective, positive member of the Pastry Team. Control quality and consistency of all food served. Ensure functions are completed 30 minutes prior to start of service. Quality control and consistency of all food served. Production of orders. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Pantry Cook 2 FT Position

To provide and maintain high quality standards and procedures in production for kitchen operations. To be an effective, positive member of the Pastry Team. Control quality and consistency of all food served. Ensure functions are completed 30 minutes prior to start of service. Quality control and consistency of all food served. Production of orders. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Food & Beverage

Assistant Director of F&B 1 FT Position

Review daily high cost item control sheets. Review daily food cost comparison to potential. Develop action plan if food cost is over average. In conjunction with Chef’s actions. Review Production Planning. Production Planning to forecasted covers. Production Planning for Banquets. Check Banquet reconciliation. Review and maintain other expense control sheet. Review missing check report. Responsibility is to review reports and reconcile all food and beverage products for service in an appropriate supply on a timely basis. Responsibility is to review reports and reconcile all food and beverage products for service in an appropriate supply on a timely basis.
OPEN POSITIONS LIST
May 29, 2017

Recovery standard and procedure. Ensure the completion of all Libica night audit functions. Distribute all close out reports and match against the reports to ensure that the book is accurate data to Corporate via CSS. Prepares and distributes the Daily Report. Prior Front Desk/ Night Audit experience required. Excellent customer service skills required

Bellman I 1 FT Position
To establish and maintain the trans and storage of luggage. To assist with guest packages. Transport to guest room. Transport to guest meeting area; Meet guests. To properly “look” all trips originating from the “bell stand.” Responsible for a clean and “spotless” appearance. Clean water, trash or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Housekeeping
Houseman
Ensures that assigned linen room linen closets are stocked at par. Establishes and maintains an organization and accountability for all guest room, guest, and guest areas by the vending machines. Communicate the executive order of each room. Services both men’s and ladies’ associate locker rooms. All other duties as requested by management. Ensure work area is clean and free of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Guest Room Attendant 15 FT Position
Thoroughly clean guest rooms including: making beds, cleaning bathrooms, vacuuming, and dusting. Restock and replace used items within guest rooms. Communicate clean status of each room upon completion. Remove room service trays and tables from guest rooms. Stock supply cart and ensure that it is neat and well organized at all times. Check all equipment prior to and after use to ensure that it is in good working order. Responsible for model and act in an appropriate friendly manner. Strong attention to detail. Strong customer service skills. Ability and willingness to stand for 8 hours at a time. Ability and willingness bend, stretch, run steps.

Laundry
Laundry Attendant 1 FT Position
The position ensures that all Housekeeping and Food & Beverage areas are cleaned in a timely manner meeting the expectations of Omni Hotels & Resorts with standards while minimizing as much discarded product as possible to be thrown away. As directed, stock and set up for Food & Beverage areas. Stacking dirty linen in laundry bins/trucks to be delivered in a timely manner. Operationally washing, cleaning and decontaminating items for proper storing and packaging to guard against quality loss. Operationally taking and maintaining inventory and manage supplies.

Prime
Assistant Restaurant Manager 1 FT Position
Responsible for assigned shift, assisting in overall management, operation, and supervision of the department as outlined in manager’s job description. Check staff punctuality. Complete environmental checklist for dining room. Spot check liquor pars. Order daily shortage. Complete all duties as assigned by manager. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Revenue
Group Rooms Coordinator 1 FT Pending
Ensure that all Group bookings are handled and processed efficiently and effectively. Actively participate in networking with the Sales & Convention Services departments. To assist the Reservations Manager and Director of Revenue Management in managing the department inventory to day activities, weekly, monthly, and off-season block requests. To assist the Reservations Manager and Director of Revenue Management in managing the department inventory to day activities, weekly, monthly, and off-season block requests.

www.omnihotels.com/careers

**Room Service**

**AM Server I 2 FT Position**
Must have complete knowledge of service time, menu, and specials. Prepare, deliver and service orders. Always inquire if additional service is needed. Responsible for each check. Responsible for pick-up tables and trays. Responsible for set-up, delivery and presentation of VIP amenity. Responsible for hospitality set-up. Must consult with supervisor on any food pick-up difficulty. Complete all side duties as assigned. Must minimize breakage. Attend all designated staff meetings and training sessions. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

**PM Server I 1 FT Position**
Must have complete knowledge of service time, menu, and specials. Prepare, deliver and service orders. Always inquire if additional service is needed. Responsible for each check. Responsible for pick-up tables and trays. Responsible for set-up, delivery and presentation of VIP amenity. Responsible for hospitality set-up. Must consult with supervisor on any food pick-up difficulty. Complete all side duties as assigned. Must minimize breakage. Attend all designated staff meetings and training sessions. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

**Room Service Captain I 2 FT Position**
Must have complete knowledge of service time, menu, and specials. Prepare, deliver and service orders. Always inquire if additional service is needed. Responsible for each check. Responsible for pick-up tables and trays. Responsible for set-up, delivery and presentation of VIP amenity. Responsible for hospitality set-up. Must consult with supervisor on any food pick-up difficulty. Complete all side duties as assigned. Must minimize breakage. Attend all designated staff meetings and training sessions. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

**PM Busser I 2 FT Position**
Keep floors clean at all times. Keep a neat and well-stocked working area. Deliver Select Guest coffee in a timely manner. Deliver a VIP amenity. Perform proper delivery procedures. Attend all designated staff meetings and training sessions. Performs other duties assigned by management. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

**Sales**

**Mid Market Express Sales Manager I 1 FT Pending**
Contact the representative for business. Responsible for business, responsibility, government, and social groups to solicit business for the hotel. Calls on prospects by phone or mail, analyzes requirements of occasion, outlines types of services offered and quote prices. Verifies reservations by contract. Obtain and retain customer and Convention Services Manager to plan function details such as space requirements, publicity, time schedules, etc. Conduct site inspections for prospective clients. Entertain clients during their visit to the Omni Hotel at CNN Center. Represent the hotel at trade association meetings, shows, sales trips. Be aware of all tentative and definite group business in the hotel for the purpose of Alternative room blocks to maximize revenue with the direction of the DOM/DOS. Participate in Group Site Inspections conducted by hotel. Maintain a harmonious relationship with other hotel salespersons in the city. Perform all other duties as directed by the DOM/DOS.

**Area Business Travel Sales Manager I 1 Position**
To achieve monthly room night goals, develop and implement sales action plan, maintain positive interdepartmental communications and to complete special projects as assigned by the Director of Sales and Marketing. The position is responsible for multiple properties within the same region. The Business Travel Sales Manager can anticipate working a portion of each week from the Omni CNN Center property and the Omni Battery Park property. Fully develop Corporate Transient market segments (ESP, Consortia, Government) and achieve room night and revenue goals for all three segments. Emphasize higher rated, less price sensitive business traveling on shoulder days of the week, as prescribed by individual hotels. Maintain weekly telephone and outside solicitation, travel agency presentations. Develop ESP Task Force as required. Track all accounts daily including Consortia, ESP, and Government segments. Develop new accounts and maintain growth of existing accounts. Is current and abides by all sales office procedures and systems. Participate in weekly marketing and rooms merchandising meetings, monthly sales meetings, stand up daily and monthly sales meetings as assigned by the Director of Sales. Maintain relationships with GSO’s. Attend monthly ESP conference calls with corporate office. Participate in monthly BTA meetings. Attend annual transient training with corporate transient team. Ability to multi-task in a fast-paced environment. Must have at least 4-5 year of transient hotel sales experience.

**Spa**

**Esthetician I 2 OC Position**
Provide professional attitude at all time. Provide the highest possible standard of treatments to the guests. Provide every treatment as per the established treatment protocols. Create a sensory journey for the guests. Help the guest rest, relax and regain balance and harmony. Responsible for setting up the treatment room as per room procedures. Responsible for closing the treatment room as per closing procedures. Responsible to dispose of laundry in a timely manner. Maintain sanitation of work area and equipment as required by State Board guidelines, and protocols. Clean all machinery and equipment as per factory instructions, and as per protocols. Ensure all professional stock is being used in compliance with the PAR levels. Assist with reduction in product waste. Ensure all guests depart with a completed prescription form after each and every service. Produce a minimum of 15% in retail sales per day / week/month. Participate in training & staff meetings. Provide their monthly schedule on time to the Spa Manager. Report guests’ complaints to Spa Manager.

**Massage Therapist I 2 OC Position**
Provide professional attitude at all time. Provide the highest possible standard of treatments to the guests. Provide every treatment as per the established treatment protocols. Create a sensory journey for the guests. Help the guest rest, relax and regain balance and harmony. Responsible for setting up the treatment room as per room procedures. Responsible for closing the treatment room as per closing procedures. Responsible to dispose of laundry in a timely manner. Maintain sanitation of work area and equipment as required by State Board guidelines, and protocols. Clean all machinery and equipment as per factory instructions, and as per protocols. Ensure all professional stock is being used in compliance with the PAR levels. Assist with reduction in product waste. Ensure all guests depart with a completed prescription form after each and every service. Produce a minimum of 15% in retail sales per day / week/month. Participate in training & staff meetings.

**Stewarding**

**Steward (PM) I 4 FT Positions**
Cleans pots, pans and all other cookware utensils. All cookware and utensils will be completely cleaned and sanitized. Keep wash area clean and neat. Wash area will be clean and free of food residue or any other debris. Storage of items. All cookware (pots, pans, etc.) will be stored in the appropriate area. Keep kitchen floor clean. Kitchen floor will be clean and dry. Known cleaning and sanitizing methods. Knowledge of all food safety & temperature setting of dishwasher. Knowledge of floor maintenance, equipment used and good knowledge of chemical safety & usage. Ability to transport necessary equipment. Water removal and safe lifting practices associated with waste removal. Knowledge of dumpster procedures & safety.

**Banquet Food Runner I 2 FT Position**
To assist both the banquet front of house and culinary teams in any way possible to ensure proper, prompt and courteous service to all guests. Responsible for breaking down trays from banquet and the outlets. Responsible for delivering clean cookware and serving ware to various outlets and meeting rooms. Get necessary supplies for the buffet. To include all china, glass, silverware, and other materials needed for functions. Clean-up buffet after every meal. Receive rolls and put in warmers. Check off and pick-up storeroom supplies. Assist servers during meal period. Remove any extra settings. Responsible for maintaining a clean and sanitary work station. Ability and willingness to stand for 8 hours at a time. Ability and willingness to push pull or lift up to 50 lbs. Ability and willingness to work a varied schedule which includes working on w. Food safety certification is preferred but not required. Weekends and holidays