OPEN POSITIONS LIST
July 03, 2017

Banquets
Houseperson Supervisor 1 FT Position
To assist with overall supervision of banquet houseman. 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 and maintain cleanliness and organization of all liquor liability laws. Must be familiar with and adhere to all liquor liability laws. Must attend all designated pre-meal meetings. 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.

Culinary
AM Production Cook 1 FT Position
Control quality and consistency of all food served. Insure station is set for service 15 minutes prior to service. Insure all food supplies necessary for service are in appropriate supply on a timely basis. Assist in controlling food cost. Required to learn all menu items prepared by assigned station. Refrigeration and serving of cold food is required. Assist in producing and plating Banquet pastries. Work well under pressure of meeting production schedules and timelines for pastry needs. Work effectively in a team environment, assisting where needed, and offering assistance to others. Perform other duties as assigned by culinary management.

Laundry
Laundry Attendant 1 FT Position
To provide and maintain high quality standards and procedures in preparing and serving all pastries. To be a main liaison for all housekeeping and Food & Beverage staff. To be thoroughly acquainted with all check-in policies and procedures. Ensure Select guest, repeats, VIPs and Red carpet events are in accordance with Ideal Services Moments of Service scenarios, and follow through to job completion. To be thoroughly acquainted with all check-out policies and procedures. To be familiar with guest scenarios. To be a key to handling all standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

PM Production Cook 1 FT Position
Continuously quality control and consistency of all food served. Insure station is set for service 15 minutes prior to service. Insure all food supplies necessary for service are in appropriate supply on a timely basis. Assist in controlling food cost. Required to learn all menu items prepared by assigned station. Refrigeration and serving of cold food is required. Assist in producing and plating Banquet pastries. Work well under pressure of meeting production schedules and timelines for pastry needs. Work effectively in a team environment, assisting where needed, and offering assistance to others. Perform other duties as assigned by culinary management.

Front Office
1 FT Overnight Position
To ensure appropriate checking in and checking out of guests and providing services to guests in a courteous, professional and engaging manner. To be thoroughly acquainted with all check-in and check-out procedures and policies. To be thoroughly acquainted with the AM and PM checklist. To be a main liaison between guest and the hotel. To ensure all guest information and room guest key access according to front office SOPs. To be thoroughly acquainted with Ideal Services Housekeeping and Food & Beverage Outlets/Banquets. To be thoroughly acquainted with the Phone and Alarm System in the Ideal Services Operator department. Be familiar with guest scenarios and follow-up on all guest requests and concerns, effectively adhering to the service recovery process. To be thoroughly acquainted with all operational tasks. To have a great work attitude. Must be able to work flexible shifts, including evenings/night, weekends and holidays. Promptness in attendance is a must. Banquet set up experience preferred; must have organizational skills; able to work effectively as a team.

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 and maintain cleanliness and organization of all liquor liability laws. Must be familiar with and adhere to all liquor liability laws. Must attend all designated pre-meal meetings. 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.

Housekeeping
Houseman 3 FT Position
Ensures that all linen room closets are stocked at par. Empties GRAs lines on an hourly basis or as needed. Empties GRAs garbage on an hourly basis or as needed. Keeps the chute rooms clean. Removes trays from the guest floors. Keeps corridors on garbage cart. Empties GRAs lines clean. Moves furniture upon request. Completes guest requests. Understand linen receive/deliver procedures. All other duties as required 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.

Lobby Attendant 1 FT Position
To ensure that the hotel lobbies are serviced throughout the day. To service all men’s and ladies’ public restrooms in lobby areas. To service all men’s and ladies’ associate locker rooms. To service all men’s and ladies’ associate locker rooms. To service all men’s and ladies’ associate locker rooms. All other duties as required 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.

Guest Room Attendant 1 FT Position
Thoroughly clean guest rooms including: making beds, cleaning bathrooms, vacuuming, and dusting. Restock and replace used toiletries. Insure clean and clear 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. Respond to all hotel guests efficiently and in an appropriately 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, reach, lift, and carry objects up to 40 pounds. Ability and willingness to work to work in a varied schedule which includes working on weekends and holidays. Previous experience in housekeeping is strongly preferred.

Cocktail Server 1 FT Position
To provide efficient friendly customer service at all times and to maintain a clean, professional appearance. Provide an efficient and professional dining service experience to all guests. Responsible for ensuring orders are received and delivered accurately and on time. Continually check back with guests. Keep all supplies stocked and ready to go. Assist in setting up and breakdown of the Banquet House. To assist in setting up and breakdown of the Banquet House. To be familiar with all hotel policies. To be thoroughly acquainted with all check-out policies and procedures. To be familiar with guest scenarios. To be a key to handling all standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.
productivity and effectiveness. Works well with a diverse FOH and BOH staff. Must have strong communication skills. Ability to work calmly and effectively under pressure.

Procurement

Shipping & Receiving Clerk I 2FT Position

Check shipment by comparing it with Daily Order Sheet and invoice to ensure what we are receiving is what was ordered, including quantity, price, quality state, size, count, weight tolerance and acceptable expiration date). Fill out an error correction when necessary in duplicate to assure proper credit for amount of discrepancy and notify Store Room Manager of shortage to arrange for a replacement. If shipment is correct, time stamp and sign driver's and hotel copies of invoice. Place the hotel stamp on front side of invoice and sign next to "Received By". If shipment is received with damaged goods or memo invoice, follow same procedure and fill out a "goods received without invoice" form (completed after inspection). Submit daily a progress report to Purchasing for outstanding deliveries. Directs the traffic of all incoming items until they have been properly dated, priced, labeled or tagged. The pricing procedure is to be done by the Receiving Agent, Storeroom Manager or Assistant Purchasing Manager only. All items will be priced out "as purchased", i.e., per each, pound, per case. Labels all incoming bread and bakery as to Outlets. Banquet function. Conduct random spot-checks of all perishable items for proper storing and packaging to guard against quality loss due to over-exposure to storage temperatures, improper rotation, etc. Assists and directs inventory documentation along with the Storeroom Manager as necessary. Assists Storeroom Clerks in filling requisitions and sanitation maintenance daily. Assist in conducting End-Of-Month Physical inventory. 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

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 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.

Overnight 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.

PM Cashier I 1 FT Position

Responsible to answer the phone within three rings. Take orders for guests. Must follow prepared scenario to encourage upselling. Give the approximate time of delivery for the order. Prepare invoice and fill out checks. Knowledge of food menu and wine list. Know and adhere to all liability laws. Printing of reports at the end of the shift and banking out. Complete other activities such as attended 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 1 FT 1 FT Overnight Position

Maintain complete knowledge of 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.

Sales

Administrative Assistant I 1 FT Position

Support the Sales Team in achieving the hotel’s revenue goals, growing existing client relationships and acquiring new relationships. Prepare site inspections, reserve guest rooms, schedule client entertainment/meals, booking internal meetings, monitoring and ordering VIP gifts and amenities. Assist and support all functions of the Sales Office including creating contracts, proposals, and the turnover process for booking. Maintain appointment calendar, coordinate travel needs, Update and maintain data entry in sales database and RFP submissions. Take ownership of administrative duties, including, but not limited to, responding to general inquiries, managing follow up communication with guests & customers, along with ordering supplies and processing expense reports. Answer telephones and direct callers to appropriate person or voicemail. Maintain computer system records and utilize various software programs to perform daily tasks.

Sales Manager I 1 FT Pending

Contact the representative all groups for business to include, 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. Verify reservations by management staff. Confer with customer and Convention Services Manager to plan function details such as space requirements, publicity, time schedules, etc. Conduct site and/or dinner 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.

Spa

Massage Therapist I 2 OC Position

Exhibit professional attitude at all time. Provide the highest possible standard of treatments to the guests. Provide every treatment according to 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 guest 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. Knowledge of dishwasher presentation; i.e., hot to set up, how to clean, chemicals and temperature setting of dishwasher. Knowledge of floor maintenance, equipment used and good knowledge of chemical safety & usage. Ability to transport necessary equipment. Waste 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 banquetts 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 bend, stretch, and reach. Ability to work cohesively as part of a team. Ability and willingness to work a varied schedule which includes working on w. Food safety certification is preferred but not required. weekends and holidays.