OPEN POSITIONS LIST
December 4, 2017

BANQUETS
Asst. Banquet Manager/Assistant Manager 1 FT Positions
The Assistant Banquet Manager will assist and lead the Banquet operations team in ensuring that functions at the hotel are properly set up and executed. Maintain a balance between floor supervision, administration, and employee. Training/mentoring and hosting/communicating with groups. Assure consistency in service through ongoing training. Coordinate meal staff with appropriate departments. Maintain written and verbal communications with meeting planners, groups, Front Office, Catering, and Sales. Set up and oversee all banquet functions.

BANQUET HOUSEPERSON 3 FT 1 FT 1 Positions
On the Spot
- The Houseperson will ensure that guest expectations and Omni standards are met. This position will set up, breakdown, and clean all space associated with banquets and conventions. 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 on the Banquet Event Order.

CONVENTION SERVICES
Convention Services Manager 1 FT Position
Conveys Omni’s mission to the customer and manages and coordinates details effectively between the client and hotel departments by using convention resume, staff planner, and banquet event orders. Monitor group room pick-up and make recommendations regarding room layout changes based upon group history and knowledge of group (attendee profile, registration numbers, etc.). Follow up with various hotel departments to ensure their understanding of groups’ needs and the department’s role. Schedule and facilitate pre- and post-conference seminars in Delph to ensure accuracy compared to contract and group program. Check Epitome to ensure that VIP and suite arrangements are accurate. Work closely with Convention Services Floor Coordinator to ensure all necessary staff is in place for the conclusion of a conference, review final bill with meeting planners and accounting. Project sense of urgency for all group requests. Accessible to client and other hotel departments through use of hotel phone, cell phone, and email. Maintain open lines of communication when necessary. Entertain clients to establish closer working relationships when appropriate. Recommend special outside vendors/services when required. Schedule and facilitate internal “breakout” meetings prior to conferences when necessary. Perform other duties as assigned by Director of Convention Services or Assistant Director of Convention Services. 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.

 Floors Coordinator 1 FT Position
To serve as the liaison with Catering/Convention Service Managers and all operational departments with onsite meeting contact. This position actively manages changes based upon group history and knowledge of group (attendee profile, registration numbers, etc.). Follow up with various hotel departments to ensure their understanding of groups’ needs and the department’s role. Schedule and facilitate pre- and post-conference seminars in Delph to ensure accuracy compared to contract and group program. Follow up with guests once hotel departments to see that problems are resolved. Speak with guests in a friendly, warm manner making them feel welcome to the hotel. To proactively seek out ways in which to improve the hotel experience for our guests. Handling of special requests such as flowers, telegrams, telexes, rental cars, forwarding luggage, private planes, etc. Arranging interpreters, public stenographers, sight-seeing tours of attractive shopping areas. All other duties as requested 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.

CULINARY
Banquet Sous Chef 1 FT Position
Coordinate all of banquet hot and cold foods. Banquet Chef must work closely with Executive Sous Chef to ensure quality of food served. Responsible for all equipment, necessary kitchen equipment and addressing special needs or requests for in house groups.

 Sous Chef 1 FT Position
Familiar with local food codes and directs proper sanitation of all kitchen equipment. Responsible for all kitchen equipment in is good working order. Directs proper maintenance of all walk-in coolers (rotation of food products and cleanliness), monitors safety of staff. Maintains good working relationship with all outlet managers. Conduct daily meetings with servers and kitchen staff to discuss additions to menu and to resolve any operation concerns.

Knows expectations and ensures that staff understands them and that they execute said expectations within the proper guidelines. Oversees all re-sets of Banquet Rooms and is responsible for procedures for kitchen staff. Conducts kitchen department meetings.

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 produced by assigned station. Refrigeration and serving of cold food production of orders. Must maintain cleanliness of 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
Coordinate all Banquet hot and cold food stations, fresh produce 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 produced by assigned station. Refrigeration and serving of cold food 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.

PHYSICAL DEMANDS:
To provide and maintain high quality standards and procedures in preparing and serving all pastries. To be an effective, positive member of the Pastry Team. Control quality and consistency of all food served. Ensure 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. Responsible for production of sweet items, pastries, cakes, fruit compotes, breads, chocolates, etc. Follow proper order of service for events as set by management. Responsible for ensuring the production 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 recognizing the need to support others. Perform other duties as assigned by culinary management.

ENGINEERING
Assistant Director of Engineering 1 FT Position
Assist the Director of Engineering Services in the full upkeep of the preventative maintenance, including the keeping of logs on work done, scheduling and the assignment of projects and other related tasks. Review daily prompt response log and resolve all issues in a timely manner. Assist the Director of Engineering Services in the procurement of supplies and the issuance of purchase orders. Review work orders and assign work by priorities. Maintain up-to-date inventories of heat, light & power repair and maintenance supplies. Respond to guest requests. Work with the Engineering staff on a shift basis and coordinates their activities. Assume full responsibility for the Engineering Department in the absence of the Director of Engineering Services. Knowledgeable of all required OSHA Safety Programs. Have a thorough understanding of Omni’s fire alarm systems. Receive direction for housekeeping staff. Must be knowledgeable in plumbing, heating, and air conditioning. Maintain storage, removal and disposal of building materials. Refinish walls, skin coat property & install vinyl. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. Reasonable request of management as directed. 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.

CONCIERGE 1 FT Position
To arrange bookings, reconfirmation of airline tickets etc. Be fully acquainted with the different points of interest. Assist in arranging for restaurant Reservations and limousines as required by our guests. Coordinate with other departments to ensure that necessary arrangements are made for transportation to guest rooms. Ensure that the public areas (lobby) is maintained, clean and tidy by partnering with Housekeeping Department. Accept other special duties as required by management. Interact with other departments to ensure that guests needs are staffed. Follow-up with guests once hotel departments to see that problems are resolved. Speak with guests in a friendly, warm manner making them feel welcome to the hotel. To proactively seek out ways in which to improve the hotel experience for our guests. Handling of special requests such as flowers, telegrams, telexes, rental cars, forwarding luggage, private planes, etc. Arranging interpreters, public stenographers, sight-seeing tours of attractive shopping areas. All other duties as requested 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.

DOORMAN 1 FT Open Positions
To graciously welcome guests to the hotel offering them assistance with their baggage and directions to the Front Desk, while efficiently managing the flow of traffic in and out of the hotel. To have a thorough understanding of Omni Hotel rules and regulations and to engage and make a great first impression on our guests. Excellent grooming and body language to represent the brand. Ability to multi-task. Ability to work outdoors in all weather conditions. Ability to lift 50 lbs frequently and work on feet for extended periods of time. Must be able to operate manual and automatic transmission. Must have a valid driver’s license. Must have an excellent driving record.

Bell Captain 1 FT Position
Complete training of Bellmen and Doormen as directed by the Director of Engineering. Knowledgeable in handling of all aspects of guest luggage. Ensures the cleanliness of the Bellstand, storage room and the remainder of the Motor Lobby. Oversees the Maintenance of all the Bell carts. Maintains an orderly log of all Bellstand activities including check-in, check-out, deliveries,

Omni Hotel at CNN Center 100 CNN Center Atlanta, GA 30303 1 404-818-4389
www.omnihotels.com/careers | Note: If a position is listed and you cannot find it on the website it is in Pending Status
Pending: Sufficient number of applicants
PBX 1 FT Position

Answer console. Direct phone calls to appropriate Personnel. Assist all PBX and associates. Omni Prompt Response Help Line. Wake up calls. 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.

Turndown 1 FT Position

Responds to all guest requests appropriately. Always greet our guests warmly with a smile, call them by name whenever possible. Depending upon the unit, is responsible to provide turndown services for assigned number of guest rooms. To provide full servicing of guest rooms upon request. Removes room service trays from guest rooms. All duties as requested 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.

Houseman 3 FT Positions

Ensures that assigned linen room closets are stocked at par. Enters GMRs on an hourly basis, as needed. Inspects housekeeping items for cleanliness, condition or any damage. Stocking and making beds or changing duvets. Ensures all guestrooms are made to the highest standards. Completes guest requests. Understand linen receive/delivery procedures. All other duties as requested 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 serve all men’s and ladies’ public restrooms in lobby areas. Responds to guest requests. To service the executive offices. Services both men’s and ladies’ associate locker rooms. All other duties as requested 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 15 FT Positions

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. Respond to all hotel guest efficiency requests in an expedient and courteous 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, and push up to 20lbs. Ability and willingness to work on a varied schedule which may include holidays. Prior experience in a hotel setting is preferred. Previous experience in housekeeping is strongly preferred.

Laundry

Laundry Attendant 4 FT Positions

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Responsible for assigned shift, assisting in overall management. To provide efficient customer service at all times and to maintain a clean, professional top quality bar. Properly set and maintain a clean efficient service area of the bar throughout the shift. Maintain a clean and organized service area. Be familiar with all systems and equipments as related to liquor liability laws. Be familiar with all property amenities and other restaurants. Be familiar with and enforce all policies related to liquor liability laws. Be familiar with all systems and equipments as related to liquor liability laws. Be familiar with all property amenities and other restaurants.
and arranged according to specifications. Remove any extra settings. Pour water. Assist Managers as needed. Serve rolls and breadsticks. Prepare the dining room for service. Prepare the setup and check the water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Prime Meridian Greeter I 3 FT I 2 PT Position
The objective of this position is to monitor the open dining sections of the restaurant for empty and cleaned tables, estimating wait times for guests, monitoring the hostess sitting list, and ensuring that the needs of the guests are met while they are waiting. The greeter is often responsible for answering the telephone, booking reservations and moving tables together to accommodate large parties. Greets guests in a friendly and professional manner. Seat guests at appropriate tables as per the seating chart. Provide water and beverages. Prepare and preserve reservations. Follows daily checklists and work set-up. Work sets, stocks and breakdown of service and dining room following procedures. Completes all assigned cleaning duties. Completes with direction and instruction from the management team. Contributes to a professional workplace that maximizes employee morale, 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 1 FT Position
Check shipment by comparing it with Daily Order Sheet and invoice to determine if what is received is correct. Check quality, price, quantity, 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 immediately of any shortages or overages 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 deficiencies, complete the memo provided and return to sender, but 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 delivered, 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, per pound, per case. Lasts for a minimum of 1 year after delivery. Perform inventory of all perishable items and non-perishable items. Conduct random spot-checks of all perishable items for proper storing and packaging to guard against quality loss due to over-expansion to storage temperatures, improper handling, etc. Assist and directs inventory documents along with the Storeroom Manager as necessary. Assist Storeroom Clerks in filling requisitions and sanitation maintenance daily. Assist in conducting End-Of-Month Physical Inventory. Ensure all areas are clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Sales
Sales Manager I 1 FT Position
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. Verifies reservations by contract and obtain signature. Confer with 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 CN 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.

National Sales Manager I 1 Position
Work individually and as part of a team to achieve their and the hotel’s revenue goals, manage existing client relationships, and acquire new accounts through strong business development. Develop and execute quarterly prospecting plan designed generate new customer contacts, prospective leads and increase monthly close potential. Accurately forecast and achieve monthly sales production results. High visibility for the hotel through active involvement in industry associations and trade shows. Supports the development of Sales and sales team and seeks out new project and assignment. Assists the Director of Sales in development of business and quarterly action plans for the hotel. Undertakes other responsibilities as directed by the Director of Sales.

Administrative Assistant I 1 FT Position
Schedules work load to meet deadlines of all managers. Types and distributes all correspondence, including booking notices, letters, contracts, etc. for assigned managers. Assures that all correspondence is 100% accurate. Maintains reader files. Maintains account files and ensures that all information is included in file, i.e., post convention reports, letters, fax information, etc. Coordinated general office ensures. Assure that all managers receive messages in a timely manner. (messages to include name and phone number of caller, date and time call received). Performs other duties as 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.

Security
Assistant Director of Security I 1 FT Position
Solicit business for the hotel. Knowledge of food orders and wine. Know and adhere to all policies and procedures. Supports and enforces the hotel philosophy, goals, and objectives. Assists the Director of Security in development of business and quarterly action plans for the hotel. Assists the Director of Security in development of business and quarterly action plans for the hotel. Ensure 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 harm. Responsible for setting up the treatment room as per room procedures. Responsible for setting up the treatment room as per room 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 shops are properly cleaned and set up. Ready 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 waste lifting practices associated with waste removal. Knowledge of dumpster procedures & safety.

Banquet Food & Beverage I 2 FT Positions
To assist both the banquet front of house and culinary teams in any way possible to ensure prompt, proper and courteous service to all guests. Responsible for breaking down trays from banquet rooms and the outlets. Clean all dirty glassware, silverware, and cutlery. Dispose of all dirty glassware, silverware, and cutlery to various outlets and cleaning service. Put all dirty glassware, silverware, and cutlery in the appropriate area. Assist servers during meal period. Remove any extra settings. Responsible for maintaining a clean and sanitary work station. Ability and willingness to work 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.