Banquets
Banquet Captain I 1 FT Position
Responsible for controlling all aspects in the execution of banquet functions. Effectively supervise the Banquet staff during all food and beverage service. Coordinate every aspect of the Banquet staff during all food and beverage service. Assist the Banquet Manager in the complete operation of the Banquet Department. Responsible for adhering to hotel policies and procedures as well as adhering to all liquor liability laws. Must assist/conduct all designated staff/pre- function 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.

Asst. Banquet Manager/Set-Up Manager I 2 FT Positions
The Assistant Banquet Manager will assist and lead the banquets department and ensure 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 and set up requests with appropriate departments. Maintain written and verbal communications with groups for events. Conduct banquet department meetings.

Banquet Houseperson I 3 FT 1 FT Positions
To ensure the function room is set according to guest expectation and banquet standards. Insure all the equipment necessary for service are in appropriate supply on a timely basis. Maintain up to date inventory of all food served. Insure all food supplies necessary for service are in appropriate supply on a timely basis. Control quality and consistency of all food served. Insure all food supplies necessary for service are in appropriate supply on a timely basis. Control quality and consistency of all food served. Insure all food supplies necessary for service are in appropriate supply on a timely basis.

Convention Services
Convention Services Manager I 1 FT Position
Confirm meeting programs and communicates convention details extensively between catering, sales, and management by using convention resume, staff planner, and banquet event orders. Monitor group room pick-up and make recommendations regarding room block 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-con meetings. Check function space in Delphi to ensure accuracy compared to contract and group program. Check Epitome to ensure that VIP and suite arrangements are correct. Work closely with Convention Services Floor Coordinator to ensure all needs of the client are being met in a timely fashion. At conclusion of event, review final bill. Assist meeting planners and accounting. Project sense of urgency for all group requests. Accessible to client and other hotel departments through use of hotel issued cell phone. Conduct hotel site inspections when necessary. Coordinate entertainment and special events. Make appropriate recommendations when necessary. Conduct post-con meetings assigned by 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.

Banquet Sous Chef I 1 FT
Coordination of all banquet hot and cold foods. Banquet Chef must work along with Executive Sous Chef, to ensure quality meals served to steakhouses and conventions. Make sure hot foods, main entree, starch and vegetables are of highest quality available to him. Attends daily BEO meetings to ensure guarantees and food products are correct. Must communicate all guarantees and any special requests to Executive Chef and Manager in advance. One to two days ahead of his operation to insure product delivery is on time and to insure on his days off anyone covering has what they need to operate. Responsible for overall banquet food operation to ensure service and food quality meets expectations and to resolve any customer concerns. Must have a thorough understanding of Omni fire alarm procedures and other emergencies. Must have a thorough understanding of Omni Hotel rules and regulations. Work with Blood borne Pathogen Programs. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogens. 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.

Painter I 1 FT Position
Maintain (paint, wallpaper, sheetrock, etc.) all public areas and rooms on a going-on basis. Maintain public space PM program to keep hotel areas clean. Complete 4389 (Room Complete) on public areas after completing job. Fill out Daily Work form. Have a thorough understanding of Omni fire alarm procedures and other emergencies. Have a thorough understanding of Omni Hotel rules and regulations. Work with Blood borne Pathogens. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogens. 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.

Room Care I 2 FT Pending

Guest Service
Guest Services Manager I 1 FT Position
The Guest Services Manager creates a 4 diamond experience from guest arrival on the front drive to their departure. Conduct staff Training as needed. Write out weekly department schedule. Coordination of the front drive and transportation on the front drive. Conduct payroll for associates in the department. Manages bell, door and concierge staff. Ensure that all arriving and departing guests are treated with maximum courtesy and are served expeditiously. Maintain continuous liaison with management, Reservations desk and Housekeeping staff to guarantee that guests are receiving quality services that exceed their expectations. Must have at least 2 years of supervisory experience and front desk hotel experience. Able to work in an environment with high volume to resolve issues on the spot. Must have excellent interpersonal and communication skills. Must be available for scheduling. Must be able to work a 50 hour work week. Must have a valid driver’s license and a reliable vehicle.

Concierge I 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. Ensure the delivery of parcels, mail, special deliveries, etc. 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 guest needs are satisfied. 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 work to seek out ways in which to improve the hotel experience for our guests. Handling of special requests i.e. flowers, telegrams, telexes, rental cars, forwarding luggage, private planes, etc. Arranging interpreters, public stenographers, sight-seeing tours advising of quality 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 I 2 FT Open Positions
To graciously welcome guests to the hotel offering them the guest comes in contact with and this initial interaction is vital to the guest’s experience. Provide our guests with an

OPEN POSITIONS LIST
December 11, 2017

Omni Hotel at CNN Center
Atlanta, GA 30303 770-404-818-4389
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
exceptional arrival and departure experience that makes them feel welcome. Engages the guest to provide superior guest service throughout their stay. Ensures the hotel is well maintained. Performs check in and check out duties from being performed safely, efficiently and effectively.

Front Desk Agent I 1FT 2 PT Positions
To ensure appropriate checking in and checking out of guests and proper use of these 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 the hotel and the guest. To appropriately protect confidential guest information and guest room key access according to front office SOP’s. To be thoroughly acquainted with Ideal Services Operator duties. Be familiar with the Phone and Alarm System in the idealized Guest & Room Group Controls. Ensure the service area is clean and clear of standing water, debri or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

PBX I 1 FT Position
Answer console. Direct phone calls to appropriate Personnel. Assist in all extension requirements. Answer and talk with guests. Ensure work area is clean and clear of standing water, debri or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Housekeeping
Turndown I 1 FT Position
Responds to all guest requests. Always greet our guests warmly with a smile, call them by name whenever possible. Depending upon the volume, 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, debri or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Houseman I 3 FT Positions
Ensures that assigned linen room closets are stocked at par. Ensures GRAs are well cared for. Communicate clean status of each room. Check and review all complaints. Ensure work area is clean and clear of standing water, debri or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Lobby Attendant I 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. Request to guests. To serve the executive offices. Ensure work area is clean and clear of standing water, debri or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Guest Room Attendant I 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. Request to guests. To serve the executive offices. Ensure work area is clean and clear of standing water, debri or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Pruse

Prime
F&B Supervisor I 1 FT Position
Responsible for assigned staff and assisting in overall management. Assist in overall supervision of the department as outlined in manager’s job description. Complete AM/PM checklist for each outlet. Spot check liquor pars and order daily supplies. Hold pre-shift meetings. Enforce all departmental training standards. Examine food preparation. Attend all designated staff meetings and training sessions.

Server Assistant I 2 PT Positions
Station set-up. Be able to lift 50 pounds. Stock needed supplies in side stands. Assist in setting up and breaking down the lunch buffet. Dust table tops with clean, dry cloths and warm water. Place clean table settings. Replace all used glassware and silverware. Place clean cloth napkins on each place setting. Remove dirty plate and pans from the washers. Flip section for next serving period. Pick-up napkins. Set up wall station. Set tables with napkins, silverware and glassware. Take dirty linen to laundry at the end of the shift. Enforce all F&B and food/beverage rules and regulations and approved according to specifications. Maintain cleanliness and order of the department at all times. Adhere by safety and sanitation policies as instructed by DSHA and the Omni Hotels & Resorts.

Cocktail Server I 1 FT 1 PT Position
To provide efficient friendly customer service at all times and to maintain a clean, professional top quality bar. Properly set up and maintain bar. Stock the bar. Be familiar with bar settings. Perform the shift. Perform our guest services by using the Moments of Service guidelines. Responsible for ringing orders into Micros, and delivering orders to the tables. Continually check back with guests. Keep the bar area neat and clean. Follow sidework sheet. Monitor inventory. Ensure the consistency in the presentation and recipes of all cocktails. Be familiar with and enforce all policies related to liquor liability laws. Be familiar with the wine list and the stemware and appropriate garnishes used. Follow procedures as outlined in employee manual and bartenders manual. Jigger pour, making drinks in a proper size glass. Be familiar with the bar set up and clean. Follow sidework sheet. Monitor inventory. Enforce the bar’s liquor license and other restaurant.

Barback I 2 FT 1 PT Positions
Assist in bar setup and opening. Maintain a clean and organized work area. Assist in closing Bar. Stocking the bar stations to par. Assist the bartenders and cocktail servers with the service. Maintain clean glassware as needed. Maintain a par level of liquor bottles. Help with the requisition. Become completely familiar with the liquors, and beers sold in the bar. Greet all guest promptly and courteously. Ability to focus attention on bartenders and servers needs, remaining calm and courteous. Think clearly, quickly, maintain concentration, and make concise decisions. Ability to perform the job function with minimal supervision. Ensure work area is clean and well stocked with drinkware. Keep the bar area neat and clean. Follow sidework sheet. Monitor inventory. Enforce the bar’s liquor license and other restaurant.
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water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Procurement

The primary responsibility of this position is monitoring the open dining sections of the restaurant for empty and cleaned tables, estimating wait times for guests, monitoring the guest waiting list, and attending to any that are present and are waiting. The hostess is often responsible for answering the telephone, booking reservations and moving tables together to accommodate large parties. Greet guests in a friendly and professional manner, and appropriate tables as per the seating chart. Provide guests with menus. Organize and prepare reservations. Follows daily checklists and side work. Sets up, 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.

Procedure

Shipping & Receiving Clerk I 1P Position

Check shipment by comparing it with Daily Order Sheet and invoice to ensure that what we are receiving is what was ordered (quantity, price, quality, state laws, size, count, weight tolerance and acceptable expiration date). Fill out an error correction when necessary in duplicate. Also, issue and assign a tag to each shipment. Notify Store Room Manager immediately 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 receipt. If shipment is received with delivery slip 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 out of stock items delivered to 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 placed in purchase price for打印 final price of each, per pound. per case. Labels all incoming bread and bakery deliveries as to outlet or banquet function. Conduct random spot-checks of all perishable items for proper storing and packaging to guard against quality loss due to uncontrolle storage temperature, improper rotation, etc. Assists and directs inventory documents along with the Storeroom Manager as necessary. Assists Storeroom Clerks in filling requisitions and sanitation maintenance daily. Assist in completing 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

In Room Dining Manager I 1F Position

Maintain consistently good food service for guests. Monitor all tray and table set ups, being sure all products are well presented to the guest. linen, china and silver must be spotless. Food must be properly garnished and food must be kept warm, cold beverages must be served adequately chilled. All deliveries must be made by time quoted to guest and must be delivered by properly uniformed, well groomed Room Service waiters and waitresses. Tray and table rehearsals must be made either within a reasonable amount of time after delivery or upon guest request. Check to be sure that all waiters and waitresses are doing assigned prep work at beginning of shift, as well as sidewalk at end of shift. Check tray set-ups and timing of deliveries. Determine action to be taken if orders are behind time in delivery, whether to begin in the set up of trays, calling for another outlet for additional help, or advising PM manager of problems delaying service. Control bussing procedures to insure that as many trays as possible are picked up. Make sure list of trays not picked up is left for next shift. Monitor all Room Service deliveries. Maintain an adequate supply of both equipment and food items to ensure speed and quality of service. Accurate daily inventories must be made by accompanying requisition orders to keep all purses and stand and Room Service personnel equipped to deliver orders promptly and properly. Maintain an adequately stocked liquor back-up cabinet (if applicable). Daily inventories must accompany daily orders to keep liquor pars stable. Maintain control of both payroll and food expenditures. PM Cashier I 1F 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 payment of 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 duties assigned. 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.

AM/PM Busser/Overnight I 3FT I 2PT Positions

Keep floors clean all at times. Keep a neat and well stocked working area of the buffet. To include all china, glass, silverware, and other utensils will be complimented. Complete all 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.

Overnight Server I 1F Peding

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.

Sales

Sales Manager I 1F Position

Contact the representative all groups for business to include, grooms, looking, Warm food in a timely manner. Complete all duties assigned by management. Complete other duties assigned. 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.

Support

Steward (PM) I 4F Positions

Cuts pott, pott 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., how 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 2F Positions

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 banquets 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. -

Exhibit 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. 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.

Stewarding

PM Cashier I 1F Positions

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