BANQUETS

Asst. Banquet Manager/Banquet Set-Up Manager I 2 FT Positions

The Assistant Banquet Manager will assist and lead the banquet 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/contributing with groups. Ensure all work is performed safely and efficiently, follow up with various hotel departments to ensure their understanding of groups’ needs and the department’s role. Schedule and facilitate pre- and post-meetings. Conduct daily and weekly meetings with department staff. Follow up with various hotel departments to ensure their understanding of groups’ needs and the department’s role. Schedule and facilitate pre- and post-meetings. Conduct daily and weekly meetings with department staff. 

Banquet Houseperson I 3 FT I 1 FT Positions

To ensure the function room is set according to guest expectation and Omni standards. This position will set up, breakdown, and clean all space associated with banquet setups. 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.

Banquet Servers I 3 FT Positions

Perform all banquet related duties as designated by the Banquet Captain. Efficiently and properly perform all service standards. Attend to all needs of the guests during functions and function related duties. Report to Banquet Manager any need for housekeeping and control areas. Maintain calm in the event of any unexpected guest interactions in the upkeep and organization of all liability laws. Must be familiar with and adhere to all 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.

Convention Services

Convention Services Manager I 1 FT Position

Conduct meetings programs and communicate convention details effectively between the client and hotel departments by using convention room, 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. Maintain all files, filing, and proper labeling as necessary. Maintain an understanding of Omni fire alarm procedures and other emergencies. Knows expectations and ensures that staff understands them and that they execute said expectations within the proper guidelines. Conducts daily meetings with servers and kitchen staff to discuss any issues, questions, or procedures for kitchen staff. Conducts kitchen department meetings.

AM Production Cook I 1 FT Position

Control quality and consistency of all food served. Insure station is set-up properly to minimizing any waste. 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. Insure 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 Production Cook I 1 FT Position

Control quality and consistency of all food served. Insure station is set-up properly to minimizing any waste. 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. Insure 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.

Pastry Cook I 2 FT Positions

Performs preventive maintenance of all refrigeration equipment. Performs preventive maintenance of all refrigeration equipment. Performs preventive maintenance of all refrigeration equipment. Performs preventive maintenance of all refrigeration equipment. Performs preventive maintenance of all refrigeration equipment.

Sous Chef I 1 FT Position

Familiar with local food codes and directs proper sanitation of all kitchen facilities and equipment. Ensures that all kitchen equipment is in 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. Conducts daily meetings with servers and kitchen staff to discuss any issues, questions, or procedures for kitchen staff.

Floor Coordinator I 1 FT Position

To serve as the liaison between Convention Service Floor Coordinators, Managers and other hotel departments. This position is highly visible and the central point for handling and addressing special needs or requests for in house groups.

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 meets guests’ and company expectations. Insure that any concerns directed to the Banquet Coordinator is handled in a prompt and professional manner. Coordinate all food service and ensure guests are pleased with the food and service. Responsible for overall banquet food preparation to ensure quality and quantity. Chef should have a good working relation with Banquet Managers and Captains and should be in direct communication constantly to insure counts are proper. Assists in the handling of any other procedures for the return of food. Communicates with the Executive Steward on all banquet equipment needed to perform a banquet. This should be done on Wednesday and for one week to insure necessary equipment is on hand. Familiarity with all refrigeration and kitchen equipment.

Kitchen Mechanic I 1 FT Position

Performs daily inspection of all kitchen facilities and equipment. Ensures that all kitchen equipment is in 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. Conducts daily meetings with servers and kitchen staff to discuss any issues, questions, or procedures for kitchen staff.

Assistant Director of Engineering Services I 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 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.

Concierge 1 FT Position
To arrange bookings, reconfirmation of airline tickets etc. Be fully acquainted with hotel services and amenities and assist guests with directions to local restaurants and shops. Assist in arranging conferences, conventions and groups. Assure maximum of guest satisfaction. All other duties are performed properly and controlled in accordance with OHC budgets and monthly updates. Ensure that all arrivals are in ICU status daily. To maintain open and clear communications with other departments. To ensure that all Front Office payroll costs are used 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 items within guest rooms. Communicate clean status of each room upon arrival and departure. Ensure all guest rooms are well stocked with clean and fresh amenities. All other duties are performed properly and controlled in accordance with OHC budgets and monthly updates. Ensure that all arrivals are in ICU status daily. To maintain open and clear communications with other departments. To ensure that all Front Office payroll costs are used efficiently and effectively.

Guest Room Attendant 2 FT Positions
To ensure that all guest room accessories are clean and delivered properly. To make sure all bathrooms are clean and well organized. To ensure that all Front Office payroll costs are used efficiently and effectively.

Guest Room Attendant 3 FT Positions
To ensure that all guest rooms are clean and ready for guest arrival. To ensure that all Front Office payroll costs are used efficiently and effectively.
Prime
Restaurant Manager I FT Position
To acquire and maintain customer satisfaction in the restaurant. Pre-meal meeting conducted with service staff on a daily basis. Supervision of floor during operation. Insure that service personnel follow service scenario. Monitor timing of guest entrance and handle waiting guest situations. Must maintain a consistently smooth running operation. Service staff on duty as scheduled. Kitchen, stewarding and cashier staff on duty as scheduled. Side-stands fully stocked with equipment. All side-work complete. Close, sanitize, and post for next day. Ensure 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. Must be willing to adapt to different climate changes in the restaurant, make a concerted effort to offer the menu 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. Must be willing to adapt to different climate changes in the kitchen, make a concerted effort to offer the menu 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/PM Flex IRD Captain I FT Position
Responsibility for controlling all aspects in the execution of banquet function. Effectively supervise the Banquet staff during all food and beverage service. Coordinating 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. Responsible for adhering to all liquor liability laws. Must assist/conduct all designated staff pre-function meetings. Ensure 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 FT Position
Responsible to answer the phone within three rings. Take orders for guests. Know and adhere to all cash drawer limitations. Perform proper checkout procedures. Attend designated staff meetings and training sessions. Perform 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.

Overnight Server I 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.

Sales
Sales Manager I 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 CNN Center. Represent the hotel at trade association meetings, shows, sales trips. Be aware of all incentives and special promotions offered by the hotel for the presentation 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 goals. Also serve as account manager for a select group of key accounts. 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 Director of Sales and sales team and seeks out new project and assignments. 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.

Administration
Administrative Assistant I FT Position
Schedules work load to meet deadlines of all managers. Types and distribution all correspondence, including booking notices, letters, contracts, etc. for assigned managers. Ensures that all managers receive messages in a timely manner. (messages to include name and phone number of caller, date and time call received). Performed other duties as assigned by management. Ensure work area clear and clean of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Stewarding
Steward (PM) I 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, set up to how, cleanings and temperature setting of dishwasher. Knowledge of food 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 FT 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, villerware, and other materials needed for functions. Clean-up buffet after every meal. Receive rolls and put in warmers. Check off and pick-up storehouse 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.