Coordination of all banquet hot and cold foods. Banquet Chef must work along with Executive Sous Chef to ensure quality meets standards. Banquet Chef will ensure quality of banquet hot foods, main entree, starch and vegetables are of highest quality available to him. Attends daily BEO meetings to ensure quality and food products are correct. Must communicate all guarantees and performance and any issues to Banquet Manager. Must arrive one to two days ahead of his operation to ensure product delivery is on time and to insure on his days off anyone covering has what they need. Capable of working 12 hour shifts, late nights, and holidays. Coordinate meal and set up requests 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 I 3 FT I 1 FT Positions
Perform the function room setup according to guest expectation and Omni standards. This position will set up, breakdown, and clean all space associated with banquet and conventions. Set up, stock, and clean 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 1 FT I 1 FT On-Call Positions
Perform all banquet service duties as directed 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, linen, and/or other department. Work closely with Banquet Captain in the upkeep 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.

Convention Services
Convention Services Manager I 1 FT Position
Confirm meeting programs and communicate convention 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 block changes based upon group history and knowledge of group requests. Prepare reports of group requests. 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 of equipment and proper set up. Ensure Groups Manager is aware to ensure VIP and suite arrangements are accurate. Work closely with Convention Services Floor Coordinator to ensure all needs of the client are being met in a timely fashion. At conclusion of conference, review final bill with meeting planners and accounting. Provide prompt service for group requests. Work closely with ticketing representatives. Recommend local vendors/services when required. Schedule and facilitate internal “tie-down” meetings to keep department informed prior to conventions. 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.

Administrative Assistant I 1 FT Position
To provide total customer satisfaction through proper etiquette, politeness, professionalism, and efficient service. Answer phones within three rings and in a manner that corresponds with the phones scenarios set forth by Omni guidelines. Type correspondence including letters, memos, e-mails and other department reports as instructed. Provide office with overall organization by maintaining use of files, in/out trays, labels, glossaries, and other books. Prepare accurate messages, etc. Assist with coordinating logistics and distributing information for site visits and groups to include transportation, amenities, banquet event orders, schedule of events, etc. Complete and distribute detailed site alerts that are timely and thorough. Serve as a liaison between Convention Services Floor Coordinators, Managers and other hotel departments.

Floor Coordinator I 1 FT Position
To serve as the liaison with Catering/Convention Services 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
Maintain guestrooms and public space. Receive direction for house calls via radio and work orders. Assist with equipment preventive maintenance, ordering and other housekeeping duties. Must be able to identify, repair, and replace any breakage. Assist with training new associates. Clean all work areas after completing a job. Maintain general maintenance inventories. Fill out Daily Work form. Have a thorough understanding of Omni fire alarm procedures and other emergencies. Perform daily shift engineer checklist. Reasonable requests of management as directed. Have a thorough understanding of Omni Hotel rules and regulations. Have a thorough understanding of 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.

Painter I 1 FT Position
Maintain (paint, wallpaper, sheetrock, etc.) all public areas and guest rooms on an on-going basis. Maintain public space PM Program. Keep the hotel décor in good condition. Clean all work 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. Have a thorough understanding of 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.

Room Care I 1 FT Position
Performs preventive maintenance of guestrooms, following preventive maintenance guidelines for CARE or PRP program. Replaces sheets, pillows, etc. Maintains cleanliness of all furniture, sliding glass doors, plumbing, fixtures, locks. Paint, grouting, caulking and tile replacement. Maintaining carpeting, drapes, lamps, and other guestroom items. Answer phones, telephones, electronic locks. Cleaning coils and installing algae tabs. Maintain guest room inventory. Have a thorough understanding of Omni fire alarm procedures and other emergencies. Have a thorough understanding of Omni Hotel programs and other related programs. Have thorough understanding of other Engineering staff as needed. Maintain daily paperwork and logs. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. Reasonable requests 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.

Guest Services
Guest Services Manager I 1 FT Position
The Guest Services Manager will provide a superior customer experience from guest arrival on the front drive to their departure. Conduct staff training as needed. Write out weekly department schedule. Coordinate the front drive and transportation on the front drive. Drive guests to and from the hotel. Provide information to 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. Must be able to work in a fast paced environment and 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 an excellent driving record.

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. Be the main focal point of the hotel to guests and 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 guests in a friendly manner. Assist guests with any 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 to improve guest services. To learn and assist in handling of special requests i.e. flowers, telegrams, telexes, rental cars, forwarding luggage, private planes, etc. Arranging interpreter services, 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 Positions
To graciously welcome guests to the hotel offering them assistance with their bagage and directions to the Front Desk, while efficiently managing the flow of traffic in and out of the Main Lobby. This position requires the Doorman to watch the front of the hotel as the guest comes in contact with and this initial interaction is vital to the guest's experience. Provide our guests with an exceptional arrival and departure experience that makes them feel welcome. Engages the guest to provide superior guest service. Ensures the arrival of the guest to maximize the guest experience. Manages the traffic at the front of the hotel. Coordinates activity in the drive with the Bell Attendant to ensure timely delivery of luggage and Valet Attendants of guest luggage. One job will be to aid in the Bell Booth at the end of each shift. Maintains the cleanliness of the front of the hotel. Notifies the Front Desk and Guest Services of VIP arrivals whenever possible. Loads the baggage in the cars or taxis for departing guests. Maintains a clean and orderly appearance of the work area at all times. Exceptional customer service skills: smile, welcoming attitude, ability 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 to 50 lbs frequently and work on feet entire shift. Must be able to drive manual and automatic transmission. Must have a valid driver’s license. Must have an excellent driving record.

Bell Captain I 1 FT Position
Consult and coordinate with the Doorman and as directed by the Director of Guest Services. Oversees and keeps on order the storage of all guest luggage. Ensures the cleanliness of the Bellstand, storage room and the remainder of the Motor Lobby. Oversees the Maintenance of all areas that require an orderly shift log of all Bellstand activities including check-in, check-out, deliveries, luggage storage, mail and message deliveries. Oversees the storage and delivery of all packages to the Bell stand. Follows up on a daily basis to ensure that the area is orderly and the Bellstand is proper location. Supervises Bellmen and Doormen to ensure a smooth and orderly work flow and maximum service to our guests. Responsible for handling all convention-related distributions to guest rooms. Greets, welcomes and registers guest. Provides guest with a safe environment in the area. Maintains an orderly log of fronts. Maintaining an orderly package log. Follow-up check of stored packages. Assist Guest Service Manager with group transportation bookings. Any 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.

Front Office

Front Desk Agent I 2 FT 2 FT Positions
To provide accurate checking in and checking out of guests and providing services to 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 Front Office and PM SOP’s. To main liaison between guest and the hotel. 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 Ideal Services Operator department. Be familiar with guest services and check-in/check-out procedures. Be familiar with all systems and equipment as related to the Front Office including; Keycard System, Synergy, VALTO, Two-Way Radio Dispatch, IS Firepanel. Be familiar with all hotel room rates and code understanding, understanding rate strategy when making rate changes for guests.

PBX I 2 FT Positions
Answer the phone. Direct phone calls to appropriate Personnel. Assist all guests 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.

Housekeeping

Housekeeping Manager I 1 FT Position
Provides courteous, personal, attentive, sincere, consistent guest Service by responding promptly and efficiently to inquiries, request & Complaints using Guest Service Skills. Exhibiting hospitality while striving to exceed guest expectations. Resolves difficult or unusual guest problems and complaints. Maintaining an accurate record of improving the efficiency and effectiveness of our service to guests by actively participating in the Omni Service Tradition program. Assists Executive Housekeeper with all duties, following departmental functions and controls. Maintain turnover to an acceptable level, maintain close communication and interaction with Front Desk and Engineering, uniform control and issuance, administrator Lost and Found key control, guest requests, monthly meetings, quality assurance in public space and guest rooms, linen and supply inventories, monitor Housekeeping inventories to ensure adequate levels are maintained, assure with scheduling and payroll cost controls. Participates in energy conservation practices. Maintains a clean, well maintained, stocked, and properly stored. Eliminates waste of supplies. Assists in maintaining Omni standards of cleanliness and a consistent guest experience. Assists in maintaining a highly motivated and trained staff that continually strives for excellence, in service and cleanliness. Maintains close coordination, communication, and interaction with the Front Office and other departments.

Housekeeping Supervisor AM/PM I 1 FT Position
Inspect the cleaning and servicing of guestrooms. Monitor GRA’s assigned rooms to ensure DND signs are noted and standard issue. Assigns special assignments as directed by the Executive Housekeeper and when necessary. Assists in processing AM and PM room status reports. Reports any repairs or discrepancies of guest rooms. Insures that all GRA’s have appropriate supplies and linens. Insures that the GRA’s locations are clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Turndown I 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 volume, is responsible to provide turn down service in a timely manner. Responsible for ensuring a full servicing of guest rooms upon request. Remove rooms 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 I 3 FT Positions
Ensures that assigned linen room closets are stocked at par. Ensures that rooms service cloths are as per standard. Performs the picking and issuing of linen to the GRA’s as required. Picking of trash or garbage on an hourly basis or as needed. Keeps the chute rooms clean. Removes tray's from the guest floors. Keeps corridors on guest room floors clean. Keeps areas by the vending machines clean and clear. Oversees the maintenance of all in-room. Understand linen receive/deliver/processing. 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 AM I 2 FT Positions
To ensure that the hotel lobbies are serviced throughout the day. To service 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 I 5 FT Positions
Thoroughly clean guest rooms including: making beds, cleaning bathrooms, vacuuming, and dusting. Restock and replace items. Ability to multi-task. Ability to 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 efficiently and in an appropriately manner. Strong attention to detail. Strong customer service skills. Ability and willingness to stand for 8 hours at a time. Ability and willingness, stretch, reach, stoop, kneel, stand, push, pull and/or a combination of all of the above. Work in a varied schedule which includes working on weekends and holidays. Previous experience in housekeeping is strongly preferred.

Laundry

Laundry Attendant I 4 FT Positions
To provide efficient and effective guest service to the laundry customer. Ensure all work area is kept clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Beverage Manager I 1 FT Position
Responsible for the supervision and coordination of assigned shift responsibilities to maintain an efficient operation. Responsible for hotel’s beverage cost, purchasing, inventory and requisition processes. Follow all corporate beverage mandates and seasonal promotional programs. Develop ongoing specials to drive business to beverage outlets. Work closely with local purveyors to implement new products and maximize revenues and cost savings. Coach, mentor and develop assistant managers and hourly service staff. Complete environmental checklist for dining room. Supervise related associate assignments. Stay on the floor during peak hours, supervising the performance of associates. Monitor each guest experience. Examine food and beverage preparation and provide corresponded training necessary. Supervise bar, control, stock glass use, red bottles totally empty, liquor par list. Supervise cost control efforts to ensure the operations financial success. Participate in scheduling within budgetary guidelines. Forecast weekly and monthly. Control a properly well stock all par. Participate in weekly and monthly audit. Monitor labor and payroll costs. Oversee the order of daily preparations. Make all available reservations. Take hold pre-shift meetings with associates. Participate in new associate assessment. Familiarize and direct all to adhere to all liquor liability laws. Handle guest comments and complaints.

Cocktail Server I 1 FT 1 FT PT Position
To provide efficient friendly customer service at all times and to maintain a clean, professional and top quality bar. Properly set up and maintain a clean efficient service area of the bar throughout 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 all supplies stocked. Clean, clear and reset service area. Protect the hotel from liability with regard to over serving guests. Complete all duties as assigned by manager. Assist bartender when needed. Ensure tables are set up properly. Aid guests in locating other areas of the hotel (walk them to destination if possible). Attend all designated staff meetings and training sessions. Familiarity with food and drink menus. Follow all company safety and security policies and procedures. Important and unsafe work conditions; complete safety training and certifications.

Bartender I 1 FT Position
The Bartender will be responsible for providing efficient friendly customer service to all guests at all of our beverage outlets. Be familiar with and maintain a clean, professional and top quality bar. Be familiar with and enforce all company liquor liability laws. Be familiar with all property amenities and other restaurants.

Prime

Restaurant Manager I 1 FT Position
To consistently insure the maximum guest information in the restaurant. Maintain the highest standards of customer service with service staff on a daily basis. Supervision of floor during operation. Insure that service personnel follow service scenario. Monitor timing of guest service. Handle all complaints to the guests’ satisfaction. 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 completed prior to the end of each shift. Kitchen and stewards in rotation in seating. Assist in seating or service of guests as necessary. Coordinate all functions in dining room during service. Monitor productivity of service, and to maintain a clean, professional and top quality bar. Be familiar with and enforce all company liquor liability laws. Be familiar with all property amenities and other restaurants.

Open Positions List
January 16, 2018

Beverage Manager I 1 FT Position

Housekeeping Manager I 1 FT Position

Laundry

PBX I 2 FT Positions

Laundry Attendant I 4 FT Positions

Prime

Restaurant Manager I 1 FT Position

Open Positions List
January 16, 2018
**Prime Meridian Greeter I 2 FT I 2 Position**

The primary responsibility of this position is the monitoring open dining sections of the restaurant for empty and cleaned tables, estimating wait times for guests, monitoring the guest waiting list, and ensuring that tables are for guests and they 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. Seat guests at appropriate tables as per the seating chart. Provide guests with menus. Organize and prepare reservations. Follows daily checklists and side work. Set-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.

**Procurement**

**Shipping & Receiving Clerk I 1 PT I 1 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, 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 shortage to arrange for delivery. If shipment is correct, send 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 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 outstanding deliveries. Direct 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, except for Purchasing Manager only. All items will be priced out "as purchased", i.e., per each, per pound, per case. Labels all incoming bread and bakery deliveries as to outlet or banquette 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 documentaries 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/PM Flex IRD Captain I 1 FT Position**

Responsible for controlling all aspects in the execution of banquet function. 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. Responsible for 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. Must be willing to adapt to different climate changes in the restaurant, lounge and kitchen areas, with exposure to extreme temperatures. This position will be working with Food and Beverage hazardous cleaning chemicals.

**PM Cashier I 1 FT Position**

Responsibility includes being on 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 menu food and wine list. Know and adhere to all restaurant, lounge and kitchen areas, with exposure to extreme temperatures. This position will be working with Food and Beverage hazardous cleaning chemicals.

**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 customers and plan party to assure proper function of event 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 hotels and salespeople 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 and create new business opportunities. Ably manage 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.

**Administrative Assistant I 1 FT Position**

Schedules work load to meet deadlines of all managers. Types and distribute all correspondence, including booking notices, letters, contracts, etc. for assigned managers. Ensures 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 functions. Ensures that all managers receive messages in a timely manner. (messages to include name, 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.

**Steward**

Clean 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 dishwasher procedures & safety.

**BANQUET FOOD RUNNER I 2 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, silverware, and other materials needed for functions. Clean-up buffet after every meal. Receive rolls and put in warmers. Check off and pick up store-room 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 or pull 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.

**OPEN POSITIONS LIST**

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Dust all tables to include table legs. Receive rolls and put in warmers. Remove dirty plates from plates. Flip section for next section of floor. Place hot water in serving pots. Place silverware on serving platters with clean, napkins, china, silver and glassware. Take dirty linen to laundry at the end of the shift. Ensure furniture and floors are clean and arranged according to specifications. Remove any extra settings. Pour water, set-up tables for various rolls and butter as specified. 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.