OPEN POSITIONS LIST
January 29, 2018

Banquets

Banquet Supervisor I 1 FT Position
To assist with overall supervision of banquet houseman. Set up, stock, and maintain kitchen equipment. 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. Assist other department heads when needed. Maintain minimum service to guests. The ideal candidate will have experience in a hotel, organizing and setting up meeting rooms for special functions. Ability to lift, push and pull up to 50lbs and have a great team work attitude. Must be able to work flexible shifts, including evenings, weekends and holidays. Promptness in attendance is a must. Banquet set-up experience preferred; must have organizational skills; able to work well in a team.

Banquet Set-Up Manager I FT Position
Represents management at functions. Determines set-ups in conjunction with Director of Catering. Coordinates functions with service staff, Chef and Head Steward. Sees that guest satisfaction is achieved by effective and efficient use of functions, checks on food quality and courteous performance of entire banquet staff. Food costs conscious, coordinates with the Stewarding Department on fast recovery of food leftover and group check. Ability to work well with all departments and part of the team. Additional duties to include: ensures effective communication and guest service

Floor Coordinator I FT Position
To serve as the liaison with Catering/Convention Services Manager and all hotel departments. Must have complete understanding of job position is highly visible and the central point for handling and addressing special needs or requests for in house groups.

Culinary

AM/PM Supervisor Supervisor I 1 FT Position
Coordination of all banquet hot and cold foods. Banquet Chef must work along with Executive Sous Banquet to ensure quality meets specs and guarantees. Banquet Chef will ensure quality of banquet hot foods, main entree, starch and vegetables are of highest quality available. Banquet Chef will perform pre-break meetings to ensure quantity and food products are correct. Must communicate all guarantees and food changes to Chef and Garde Manger and Bakeshop. Works one to two days ahead of his operation to ensure product delivery is on time. Works on a daily basis with the GM and Chef. Ensure all necessary equipment is in house. Banquet Chef is also responsible for cost control, payroll and menu planning along with Executive Chef. Coordination with Executive Sous Chef, Night Chef, Pastry Chef, Chef, Liners and Cafeteria. Can delegate to sous chefs and other associates. Menu development. 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 Houseperson I 2 FT I 1 FT Positions
To operate and maintain all banquet equipment. Meet and greet guests in accordance to Omni and Superior standards. This position will set up, breakdown, and clean all space associated with banquets and conventions. Set up, stock, and maintain kitchen equipment. 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 FT I 3 On-Call Position
Perform all Banquet side work 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 or of and/or repairs of and banquet equipment. Assist 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.

Construction Services

Convention Services Manager I 1 FT Position
Conform meeting programs and communicate convention details effectively between convention desk, front desk and respective departments. Coordinate 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 attendees; accurate registration numbers. Work 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. Review work or maintenance programs. Work effectively in a team environment, assisting where needed, and offering assistance to others. Perform other duties as assigned by Director of Convention Services.

Sous Chef I 3FT 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 additions to menu and to resolve any operation concerns. Performs periodic checks of all kitchen equipment and ensures that they execute said expectations within the proper guidelines. Checks and controls sign-in and sign-out procedures for kitchen staff and production kitchen staff meetings.

Pastry Cook I 2 FT Positions
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 functions are completed 30 minutes prior to service. Ensure all food supplies necessary for service are in preparation. At the end of the event, perform for a timely banquet breakdown. Assist in preparing and plating Banquet pastries. Work well under pressure of multiple requests for procedures for the event. Perform daily and work effectively in a team environment, assisting where needed, and offering assistance to others. Perform other duties as assigned by Director of Services.

Chef De Cuisine I 1 FT Position
Reports to Executive Chef and Assistant Executive Chef. Responsible for all outlet food production, monitors and has hands on control over daily food production. Directs and delegates to AM and PM Sous Chefs. Scheduling of staff according to business and production forecast. Develops additional menus. Training of Staff. Responsible for product availability for all outlet items. 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 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. Checks and controls sign-in and sign-out procedures for kitchen staff. Conducts kitchen department meetings.

Engineering

Kitchen Mechanic I 1 FT Position
Perform daily inspection of all kitchen and refrigeration equipment. Performs preventive maintenance on all refrigeration and kitchen equipment. Maintain inventories of Refrigeration & Kitchen equipment. Maintain accurate refrigerant logs. Have a thorough understanding of Omni fire alarm procedures and other emergencies. Have a thorough understanding of Omni Hotel rules and regulations. Work on other equipment as needed. Assist other Engineering staff as needed. Be Universal certified in refrigeration recovery. Must have electrical troubleshooting skills. Knowledge & use of the Lookout/ Tag out, HAZCOM and Blood borne Pathogen Programs. Reasonable requests of management as directed.

Assistant Director of Engineering I 1 FT Position
Assist the Director of Engineering Services in the full upkeep of the preventative maintenance programs as direct supervisor of all electrical, mechanical, and food service maintenance programs. Reasonable requests of management as directed.

Shift Engineer I 1 FT Position

Assistant Director of Engineering I 1 FT Position
Assist the Director of Engineering Services in the full upkeep of the preventative maintenance programs as direct supervisor of all electrical, mechanical, and food service maintenance programs. Reasonable requests of management as directed.

Guest Services

Concierge I 1 FT Position

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To arrange bookings, reconfirmation of airline tickets etc. Be fully acquainted with the different points of interest. Assist in arranging for maintenance and repairs work as required by management. Interact with other departments to ensure that guests needs are satisfied. Follow-up with guests once hotel departments to see that problems are solved. Provide a special service won’t leave customers feeling 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, telephones, rental cars, forwarding mail, placing orders for special services, locating 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 Positions
To graciously welcome guests to the hotel offering them assistance with their baggage and directions to the Front Desk, while effectively managing the flow of traffic in and out of the Motor Lobby. The Doorman is typically the first employee 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 in small talk and provides a special service. Ensure the valets are staged 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’s vehicles. Provides directions to the Bell Attendant 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 area at all times. Must be able to lift over 50 lbs frequently and work on feet for 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
Complete training of Bellmen and Doormen 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 proper storage and delivery of all packages to the Bell stand. Seizes the bellstand areas 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 see that these packages are delivered on time and to the 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. Greet our guests in friendly, warm manner. Maintaining 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 Desk
Front Desk Manager I 1 FT Position
Maintains standard of guest services and a consistent guest experience as documented by AAA, rating, service reports, Management of the front desk. Service to ensure that the Front Desk operates at peak efficiency and in compliance of all policies, procedures and regulations. Includes the utilization of all available resources in order to achieve a high degree of availability in attaining high occupancies and with minimum overbooking. To ensure the accuracy of the Front Desk, Reservations, PBX records with direct and open lines of communication. Ensures all Front office employees are properly trained and well supervised. Handles proper Front Office rooms merchandising procedures, to ensure management of the rate structure, via Reservations and Front Office salesmanship, and meet or exceed average rate goals of the hotel. Responsible for the sale and with Engineering to ensure guest room and all public areas are at peak operative levels. Keep in close contact with past guest and future guests to engage in all of the following departmental functions and concerns: maintain 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 1 I FT Position
Inspect the cleanliness 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. Ensures the guest is always aware of the GRA’s daily status. Assists in processing AM and PM room status reports. Assigns special assignments as directed by the Executive Housekeeper. Maintains standards of cleanliness and a consistent guest experience as documented Medallia, AAA, Inn-keeping ratings, and abilities to execute all Omni Hotels hospitality standards and guidelines. To ensure a smooth, efficient, and economic operation in the Housekeeping and Laundry departments. To specify and purchase all items through the Linen Room as a liaison between VIP guests and Reservations and guests. Prepare and distribute all data pertaining to the Housekeeping and scenarios and follow-up on all guest requests and concerns, effectively adhering to the service recovery process. To be thoroughly knowledgeable of all Front Office, Guest Services and in-house and external departments. To ensure that proper standard. To maintain all guest’s rooms and all equipment as required by our service. Attention to detail and rate codes, understanding rate strategy when making rate changes for guests.

VIP Coordinator I 1 FT Position
Representative of the hotel, specializing in customized guest service. It is their responsibility to encourage a courteous, honest, reputable and professional atmosphere. Responsible for the coordination of VIP stay from pre-arrival/arrival to departure. Acts as a liaison between VIP guests and Resort. Prepares and distributes amenity requests. Completes VIP coordinator checklist. Follow-through on all VIP requests. Follow-up on guests concerns and complaints. Inspect VIP rooms. Works closely with Housekeeping to ensure VIP status on rooms. Work with Rooms controller to block rooms appropriately based on guests’ requests. Keep in close contact with past guest and future guests to ensure their stay is memorable. Other tasks as assigned by management. Assist Front Office at peak times.

Room Attendant I 2 FT Positions
Answer console. 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
Director of Housekeeping I 1 FT Position
To manage, direct, and coordinate all functions of the Housekeeping and Laundry departments. To maintain impeccable levels of cleanliness and upkeek. To ensure cost controls are in place. To support a positive work environment for all associates. Maintains standards of cleanliness and a consistent guest service experience as documented Medallia, AAA, Inn-keeping ratings, and abilities to execute all Omni Hotels facility standards and guidelines.

To ensure a smooth, efficient, and economic operation in the Housekeeping and Laundry departments. To specify and purchase all items through the Linen Room as a liaison between VIP guests and Reservations and guests. Prepare and distribute all data pertaining to the Housekeeping and scenarios and follow-up on all guest requests and concerns, effectively adhering to the service recovery process. To be thoroughly knowledgeable of all Front Office, Guest Services and in-house and external departments. To ensure that proper standard. To maintain all guest’s rooms and all equipment as required by our service. Attention to detail and rate codes, understanding rate strategy when making rate changes for guests.

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. According to the volume, is responsible to provide turndown services for assigned guest rooms of night. 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.

Lobby Attendant AM I 2 FT Positions
To ensure that the hotel lobby is serviced throughout the day. To service all men’s and ladies’ public restroom areas in lobby area.
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Responds to guest requests. To service the executive offices. Services both men’s and ladies’ associate locker rooms. All other designated associates. 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.

Guest Room Attendant 15 FT Positions

Responsible for providing clean 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 and store in a well organized at all times. Check all equipment prior to and after use to ensure that it is in good working order. Respond to all hotel guests efficiently and in an appropriately friendly manner. Strong attention to detail and ability to stand for 8 hours a time. Ability and willingness bend, stretch, reach, and push up to 20lbs. Ability and willingness to work to work a varied schedule which includes working on weekends and holidays. Previous experience in housekeeping is strongly preferred.

Laundry

Laundry Attendant 4 FT Positions

This position ensures that all Housekeeping and Food & Beverage Linens are processed in a timely manner meeting the expectations of Omni Hotels & Resorts standards while minimizing any discarded product as possible. Sorting of dirty linen from laundry chute to be processed. Pickup of dirty linen from Food & Beverage Operations. Dryer operators. Dryer operators are responsible for the drying, folding and sorting of the laundry. Stacking clean items into laundry bins/trucks to be delivered to the guest room floors or Food & Beverage areas. Operating smaller washers/dryers to process specialty items or specialty loads. Responsible for the cleanliness and organization of the department at all times. Adhere by safety and sanitation regulations as instructed by OSHA and the Omni Hotels & Resorts.

Beverage Manager 1 FT Position

Responsible for the supervision and coordination of assigned shift, responsible for overall management of operation. Responsible for beverage cost, purchasing, inventory and requisition processes. Follow all corporate beverage mandates and seasonal promotional programs to ensure maximum profitability 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 employee evaluations and delegate service 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 corrective training where necessary. Supervise bar controls, shot glass use, red wine, bottles totally empty, liquor par list. Supervise cost control efforts to ensure the operations financial success. Participate in scheduling within budgetary guidelines. Forecast weekly, monthly, and quarterly. Prepare and perform a variance analysis. Monitor labor and payroll costs. Oversee the order of daily supplies. Prepare maintenance requests, follow up. Hold pre-shift meetings with associates. Participate in interviewing new associates. Respond to all telephone inquiries. Must be familiar with all area liquor liability laws. Handle guest complaints and comments. Must have strong communication skills. Ability to work calmly and effectively under pressure.

Shipment & Receiving Clerk 1 FT 1 2 PT Positions

Assistant shipping & receiving clerk is responsible for the receiving and delivery of all incoming shipments. This includes maintaining inventory of all incoming shipments. The position is also 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.

Prime Meridian Greeter 1 FT I 2 PT Positions

The primary responsibility of this position is monitoring the open dining sections of the restaurant for empty and cleaned tables, ensuring that all stations are in position, guests are monitored the guest waiting list and ensuring that the needs of the guests are met while they are waiting. The hostess is often responsible for answering the telephone, booking reservations and moving tables together to accommodate larger party groups efficiently and in a friendly 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. Sets up, stocks and maintains appropriate supply. Follows safety 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 F&B and BOH staff. Must have strong communication skills. Ability to work calmly and effectively under pressure.

Shipping & Receiving Clerk 1 FT I 2 FT 1 2 PT Positions

Coordinate daily activity with it Daily Order Sheet and invoice to insure 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 form if necessary for details, direct to responsible personnel. Must be familiar with all area liquor liability laws. Notify Store Room Manager immediately of shortage to arrange for replacement. If shipment is correct, time stamp and sign driver’s and 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 report due to Purchasing for outstanding deliveries. Directs the traffic of all incoming items until they have been properly dated, priced, labeled or tagged. The pricing procedure is to be done by the Receiving Agent, Storeroom Manager or Assistant Purchasing Manager only. All items will be priced out “as purchased”, i.e., per each, 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 storage and packaging to guard against quality loss due to over-exposure to storage temperatures, improper rotation, etc. Assists and directs inventory documents along with the Storeroom Manager as necessary. Assists Storeroom Clerks in filling manual and computerized orders. Must be available to work during weekends. Must be able to work during all shifts. Must be able to work during all food and beverage service. Assist the Banquet Manager in the complete operation of the Banquet Department. 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/IRD 1 FT Position

Responsible to answer the phone within three rings. Takes orders for guests. Must follow prepared scenario to encourage up-selling. Give the approximate time of delivery for the order. Prepare payment of checks using cash register. Make sure all liquor 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 objects that can obstruct the job duties from being performed safely, efficiently and effectively.

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

Keep floors clean at all times. Keep a neat and well stocked working area. Deliver Select Guest coffee in a timely manner. Deli to VIP amenity. Perform proper delivery procedures. Attend all designated staff meetings and training sessions. Performs 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 1 FT Position

Must have complete knowledge of service time, menu, and specials. Prepare, deliver and service orders. Always inquire if additional service is needed. Responsible for cleaning all assigned tableware. Responsible for pick-up tables and trays. Responsible for set-up, delivery and presentation of VIP amenity. Responsible for hospitality setup. 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 1 FT Position

Contact the representative 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 hotel. Must consult with supervisor on any hotel sales function meetings. Ensure work area is clean and clear of standing water, debris or objects that can obstruct the job duties from being performed safely, efficiently and effectively.

AM/PM Flex IRD Captain 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. 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 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.

Overnight/PM Flex IRD Captain 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. 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/IRD 1 FT Position

Responsible to answer the phone within three rings. Takes orders for guests. Must follow prepared scenario to encourage up-selling. Give the approximate time of delivery for the order. Prepare payment of checks using cash register. Make sure all liquor 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.
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 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.

**Stewarding**
**Steward (PM) I 4 FT Positions**
Cleans pots, pans and all other cookware utensils. All cookware and utensils will be completely cleaned and sanitized. Keep wash area clean and neat. Wash area will be clean and free of food residue or any other debris. Storage of items. All cookware (pots, pans, etc.) will be stored in the appropriate area. Keep kitchen floor clean. Kitchen floor will be clean and dry. Knowledge of dishwasher presentation; i.e., hot to set up, how to clean, chemicals and temperature setting of dishwasher. Knowledge of floor maintenance, equipment used and good knowledge of chemical safety & usage. Ability to transport necessary equipment. Waste removal and safe lifting practices associated with waste removal. Knowledge of dumpster procedures & safety.

**Banquet Food Runner I 2 FT 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, wilverware, 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.