OPEN POSITIONS LIST
February 5, 2018

Banquets
Asst. Banquet Manager I 1 FT Position
The Assistant Banquet Manager will assist and lead the banquet departments that can be identified; banquet areas and all banquet staff. Maintain the banquet staff to properly set up and execute events. Maintain a balance between floor supervision, administration, and employee. Training/motivating and hosting/communicating with guests. Assure consistency in service throughout learning. Coordinate special event needs through banquet staff. Recipe development, nutrition, and food cost data. Maintain written and verbal communications with meeting planners, groups, Front Office, Catering, and Sales. Set up and oversee all banquet functions have organizational skills, able to work well with others.

Banquet Set-Up Manager I 1 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 through proper execution of defined functions, checks on food quality and courteous performance of entire banquet staff. Food cost conscious, coordinates with the Stewarding Department on fast recovery of leftover food and manages waste. Responsible for product availability for all outlet items. Familiar with local food forecasts. Develop additions to menu. Training of kitchen staff. Minimizes waste. Briefs waiters on functions and procedure of Banquet Set-Up.

Floor Coordinator I 1 FT Position
To assist Director of Convention Service Managers and all operational departments with onsite meeting contact. This position is highly visible and the central point for handling and answering special needs or requests for in house groups.

Culinary
AM/PM Supervisor Supervisor I 1 FT Position
Coordinate all of 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 to him. Attends daily BEO meetings to ensure guarantees and food products are correct. Must communicate all guarantees and any changes to the Chef and Banquet Director. Works one to two days ahead of his operation to insure product delivery is on time and in insure on his days off anyone covering has what they need to operate. Responsible for all banquet food operation to maintain standards of quality. Banquet Chef must have a good working relationship with Banquet Managers and Captains and should be in direct communication constantly to insure counts are proper. Assists in the lowering of food cost and waste. Responsible for the return of food. Communicates with the Executive Steward on what banquets are available to him. Assists in the upward recovery of food leftover and food products are correct.

Banquet Sous Chef 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 to him. Attends daily BEO meetings to ensure guarantees and food products are correct. Must communicate all guarantees and any changes to the Chef and Banquet Director. Works one to two days ahead of his operation to insure product delivery is on time and in insure on his days off anyone covering has what they need to operate. Responsible for all banquet food operation to maintain standards of quality. Banquet Chef must have a good working relationship with Banquet Managers and Captains and should be in direct communication constantly to insure counts are proper. Assists in the lowering of food cost and waste. Responsible for the return of food. Communicates with the Executive Steward on what banquets are available to him. Assists in the upward recovery of food leftover and food products are correct.

Convention Services
Convention Services Manager I 1 FT Position
Confirm meeting programs and communicates 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 attendees. Set-up meeting rooms to ensure that any change requests are done in a timely manner. Ensure that 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 convention, coordinate final inventories of heat, light & power and repair a

Sous Chef I 1 FT Position
Familiar with all local food codes and direct proper sanitation of all kitchen equipment. Responsible for 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.

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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 to him. Attends daily BEO meetings to ensure guarantees and food products are correct. Must communicate all guarantees and any changes to the Chef and Banquet Director. Works one to two days ahead of his operation to insure product delivery is on time and in insure on his days off anyone covering has what they need to operate. Responsible for all banquet food operation to maintain standards of quality. Banquet Chef must have a good working relationship with Banquet Managers and Captains and should be in direct communication constantly to insure counts are proper. Assists in the lowering of food cost and waste. Responsible for the return of food. Communicates with the Executive Steward on what banquets are available to him. Assists in the upward recovery of food leftover and food products are correct.

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Service
Convention Manager 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. Must have a good working knowledge of all Omni food handling and food code procedures. 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. Universal certified in refrigerant recovery. Must have electrical troubleshooting skills. Knowledge & use of the Lockout/Tag out, HAZCOM and Blood borne Pathogen Programs. Reasonable requests of management are directed.

Assistant Director of Engineering 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, scheduling and the assignment of projects and other related tasks. Complete and distribute detailed site alerts that are due. Ensure all work orders and assignments are handled in a timely manner. Assist the Director of Engineering Services in the procurement of supplies and the issuance of purchase orders. Review work orders and assign work by priorities. Maintain up-to-date inventories of heat, light & power and repair and maintenance supplies. Respond to guest requests. Work with the Engineering staff on a shift basis and coordinates their activities. Assume full responsibility for the Engineering Department in the absence of the Director of Engineering Services. Knowledgeable of all required OSHA Safety Programs. Have a thorough understanding of Omni’s fire alarm procedures and emergency evacuation. Co-Chairman of Hotel Safety Committee. Have a thorough understanding of Omni’s Hotel systems. Have knowledge of all hotel systems. Have a thorough understanding of Energy Management Systems. Knowledgeable of all Federal, State and Local Operating Codes. Reasonable requests of management are 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.

Shift Engineer I 1 FT Position
Maintain grooming and public space. Receive direction for house calls via radio and work orders. Assist with equipment preventive maintenance programs. Assist engineers and mechanics with repairs. 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 engineering checks. Reasonable requests of management are directed. Have a thorough understanding of Omni Hotel rules and regulations. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. Reasonable requests of management are 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
Concierge I 1 FT Position
To arrange bookings, reconfirmation of airline tickets etc. Be fully acquainted with all pertinent facts of interest. Assist in arranging for restaurant Reservations and limousines as required by our guests.

Omni Hotel at CNN Center 100 CNN Center | Atlanta, GA 30303 | 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
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guests. Ensure the delivery of parcels, mail, special deliveries, etc. to guest rooms. Ensure that the public areas (lobby) is maintained, clean, and presentable at all times. Taking pride in your work by making them feel welcome to the hotel. To proactively work to seek out ways in which to improve the hotel experience for our guests. Help guests with special requests whenever possible. Ensure vehicles, 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 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 baggages 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 extraordinary arrival and departure experience that makes them feel welcome. Engages the guest to provide superior guest service. Ensure the valets are staged to maximum 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 to guest vehicles. Conduct key audit with the Valet 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 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 with the ability to manage stress and conditions. Ability to lift 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
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,standard and non-standard bags, and guest luggage. Maintenance of all the Bell Carts. Maintains an orderly shift log of all Bellstand activities including check-in, check-out, deliveries, luggage storage, mail and message deliveries. Oversees the storage and return of all Bellstand materials, and ensures that the Bellstand is a clean and readily available place 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 duties to guest rooms. Greet our guests in friendly, warm manner. Maintaining an orderly log of duties. Maintaining an orderly process for recording. Following a 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 Office Manager I 1 FT Position
Maintain standards of guest services and a consistent guest experience as documented by AAA ratings, service reports, Member Reviews, etc. Establishing team leaders who can achieve peak efficiency to gain a maximum utilization of guestroom 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 communications to other departments within the hotel. Through proper Front Office rooms merchandising procedures, to ensure management of the rate structure, via Reservations and Front Office Management. Manage all aspects of the operation, from the hotel as well as total rooms revenue. To ensure all Front Office systems and controls procedures comply with corporate policy and procedures, as evidenced by Audits, and minimum levels of bad check rates. To ensure that all Front Office activities and other expenses are properly monitored and controlled in accordance with OHC budgets and monthly updates. Ensure that all arrivals are in ICI status daily. To maintain open and clear communications with the Front Desk and Housekeeping Department. To maintain accurate booking histories, to monitor marketing efforts to include Select Guest, ESP, Weekend Packages and R.M.P.s. Be familiar with Fiber Panel. Oversee accurate input of reservations into system in a timely manner. Forecasting, Rooms management, Team and Group Room Control. Ensure the bookings are used properly. Maintain acceptable “Listening In” Shop Scores. 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.

Front Desk Agent I 2 FT I 2 PT Positions
To ensure appropriate checking in and checking out of guests and provide guest with services that are appropriate 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 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 Operations duties. Be familiar with other Hotel’s and Alsystem in the Ideal Services Operation department. Be familiar with guest scenarios and follow-up on all guest requests and concerns, effectively adhering to the service recovery process. To be thoroughly acquainted with FOMP and telephones. Guest services career ideal services Moments of Service scenarios, and execute to standard. Be familiar with all systems and equipment as related to the Front Office (Opera, GoConcierge, Synergy, SALT0, Two-Way Radio Dispatch, ISD Answer Console, PBX Office, Housekeeping). To maintain a high level of professionalism, quality of service and standards. (Spot-check to make sure Select Guest benefits are being delivered properly.) Lead monthly associate meetings (Coffee Kitches) when appropriate. Report Select Guest successes and failures. Lead and conduct meetings with the department. To pr

Loyalty Ambassador I 3 FT Positions
Develop proactive personal relationships with Select Guests. Act as an advocate and point of contact for all Select Guests. Greet Select Guests upon arrival. Resolve all Select Guest complaints on the spot. Remember the Power of One. You are empowered to anticipate guest desires and proactively deliver and resolve complaints with appropriate measures that match the magnitude of the complaint. Identify all Select Guest Rooms; ensure they receive all of their personalized preferences. Ensure they receive airline miles if their stay qualifies. Ensure that accurate up-to-date information is maintained on all Select Guests in all computer systems. Prepare daily reports for and brief all relevant departments, then ensure that all Select Guest expectations are met and exceeded by one. Train, educate and motivate all hotel associates regarding the Select Guest program and airline miles; be an advocate for the program. Communicate with other Select Guest coordinators when assisting a Select Guest with other Omni properties to ensure consistent service. Lead training for new associates on all Select Guest requirements as appropriate for each job function. Lead new manager orientations regarding Select Guest and airline miles. Perform Moments of Service success checklist routines and captureSelect Guest standard. (Spot-check to make sure Select Guest benefits are being delivered properly.) Lead monthly associate meetings (Coffee Kitches) when appropriate. Report Select Guest successes and failures. Lead and conduct meetings with the department. Lead monthly associate meetings (Coffee Kitches) when appropriate. Report Select Guest successes and failures. Lead and conduct meetings with the department. Lead monthly associate meetings (Coffee Kitches) when appropriate. Report Select Guest successes and failures. Lead and conduct meetings with the department.

Assistant Director of Housekeeping 1 FT Position
To assist in managing and directing all of Housekeeping and Laundry functions. To participate in quality assurance for Housekeeping department and department cost control measures. To provide support and direction to the property in all areas of the Housekeeping Operation. To ensure Omni standards are met in all areas by monitoring quality assurance, and consistently setting a good example. Provides courteous, personalized, attentive, sincere, consistent Guest Service to all guests and distribute any complaints to the appropriate personnel. To assist with all inquiries, request & Complaints using Guest Service Skills. Exhibiting hospitality while striving to exceed Guest expectations. Resolves difficult or unusual problems arising with Guests, while maintaining good Guest relationships, demonstrating outstanding hospitality through the corrective action taken. Maintains open and clear communication with all departments and guests to ensure consistent service.

Housekeeping Manager I 1 FT Position
Provides courteous, personalized, 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 problems arising with Guests, while maintaining good Guest relationships, demonstrating outstanding hospitality through the corrective action taken. Maintains open and clear communication with all departments and guests to ensure consistent service. Identify ways of improving the efficiency and effectiveness of our service to guests by actively participating in the Omni Service Tradition program. Assist Executive Housekeeper with all VIP status rooms. Work with Rooming list/rooming list coordinator to block turnover to an acceptable level, maintain close communication and interaction with Front Desk and Engineering, uniform control and administration, inspect and maintain lost and found key control, guest requests, maintaining the highest level of cleanliness in public areas as well as guest rooms, linen and supply inventories, monitor Housekeeping inventories to ensure adequate levels are maintained, assist with scheduling and payroll cost controls. Participates in energy conservation efforts. Respects hotel property and work areas by being respectful of the property.
Housekeeping Supervisor AM/PM 1 FT Position
Inspect the cleaning and servicing of guestrooms. Monitor GRA’s assigned rooms to ensure DND signs are noted and standard issue. Assist in processing AM and PM room status reports. Repair any repairs or discrepancies of guest rooms. Insure all GRI’s are informed of appropriate pay rates for all work. Insure that the GRA’s linen cart is neat and well organized. Insure that linen closets on guest room floors are completely stocked. 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.

Turndown 1 FT Position
Responds to all guest requests appropriately. Always greet our guests with a smile, call them by first name, and encourage upselling. 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 1 FT Positions
Ensures that assigned linen room closets are stocked at par. Employs GRI’s linens on an hourly basis or as needed. Employs GRI’s garbage on an hourly basis or as needed. Keeps the chute rooms clean. Removes trays from the guest floors. Keeps corridors on guest room floors free of trash, left over beverages, dirty glasses and soiled tissues clean. Moves furniture upon request. Completes guest requests. Underline receive/deliver procedures. All other duties as requested by management. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Guest Room Attendant 15 FT Positions
Thoroughly clean guest rooms including: making beds, cleaning bathrooms, dusting, and general cleaning. Includes all tasks associated with handling guest items within guest rooms. Communicate clean status of each room upon completion. Remove room service trays and tables from guest rooms. Stock supply cart and ensure that it is neat and well organized at all times. Check all equipment prior and after use to ensure that it is in good working order. Respond to all hotel guest efficiently and in an appropriately friendly manner. Strong attention to detail. Ability to multi-task and meet deadlines. Ability to stand for 8 hours at a time. Ability and willingness to work a varied schedule which includes working on weekends and holidays. Previous experience in housekeeping is strongly preferred.

Laundry
Laundry Attendant I 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. Maintain appropriate stock of guest room linen items within guest rooms. Communicate clean status of each room upon completion. Remove room service trays and tables from guest rooms. Stock supply cart and ensure that it is neat and well organized at all times. Check all equipment prior and after use to ensure that it is in good working order. Respond to all hotel guest efficiently and in an appropriately friendly manner. Strong attention to detail. Ability to multi-task and meet deadlines. Ability to stand for 8 hours at a time. Ability and willingness to work a varied schedule which includes working on weekends and holidays. Previous experience in housekeeping is strongly preferred.

Beverage Manager I 1 FT Position
Responsibility for the supervision and coordination of assigned shift, responsibility for overall management of 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. Responsible for efficient operation. Responsible for implementing 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 rehires have appropriate supplies and linens. Responsible for supervising the performance of associates. Monitor each guest experience. Examine food and beverage preparation and provide corrective training where necessary. Supervise bar controls, shot glasses, glassware, neatness of all beverages. Responsible for job duties from being performed safely, efficiently and effectively.

Procurement
Shipping & Receiving Clerk I 1 PT I FT Position
Check shipment by comparing it with Daily Order Sheet and invoice to ensure what was received is what was ordered. Question any discrepancies in 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 Purchasing Manager of any errors. Perform return of inventory to vendor for a replacement. If shipment is correct, time stamp and sign driver's and hotel copy 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 for Purchasing following procedures. Direct the traffic of all incoming items until they have been unpacked and placed on a tagged. The pricing procedure is to be done by the Receiving Agent, Storekeeper 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. Maintains inventory reports for all incoming items. Participates in weekly inventory check accompanied by the Omni Stores Manager as necessary. Assists Storekeeper Clerks in filling requisitions and sanitation maintenance daily. Assist in conducting End-Of-Month Physical Inventories. 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.

Bartender I 2 FT I FT Position
Provide efficient friendly customer service at all times and to maintain a clean, professional top quality bar. Properly set up and maintain bar area. Provide proper service by utilizing 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. Keep, clear and reset service areas. 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. Assist in locating other hotels of the set them to destination if possible. Attend all designated staff meetings and training sessions. Familiarity with food and drink menus. Follow all company safety and sanitation regulations. Handle guest complaints and complaints.

Bartender II 1 FT Position
The Bartender will be responsible for providing efficient friendly customer service at all times and to maintain a clean, professional top quality bar. Properly set up and maintain bar area. Provide proper service by utilizing the bar throughout the shift. 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. Assist in locating other hotels of the set them to destination if possible. Attend all designated staff meetings and training sessions. Familiarity with food and drink menus. Follow all company safety and sanitation regulations. Handle guest complaints and complaints.

Prime Meridian Greeter I 2 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, estimating wait times for guests, monitoring 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 and taking reservations. Greet guests in friendly and professional manner. Seat guests at appropriate tables as per the seating chart. Provide guests with menus. Organize and prepare receiving rooms and bars for evening work. Personal appearance and break down of service and dining room following procedures. Complete all assigned cleaning duties. Completes with direction and instruction from the management team. Contributes to a professional workplace that maximizes employee moral, productivity and effectiveness. Works well with a diverse FOH and BOH staff. Must have strong communication skills. Ability to work calm, cool and effectively under pressure.

PM Cashier I 1 FT 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 check. Must be able to add, subtract, divide and multiply. Knowledge of all liability laws. Printing of reports at the end of the shift and bank 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. Participate in daily sanitation, food, and beverage audits. Participate in weekly payroll and associated duties. Participate in weekly closing and associated duties. Participate in monthly closing and associated duties. Participate in annual audit.

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Keeping them clean, well maintained, stock, 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 catering departments.

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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.

Revenue

Group Rooms Coordinator I 1 FT Position
Ensure that all Group bookings are handled and processed efficiently and correctly, through consistent interactions with the Sales & Convention Services Departments. To assist the Reservations Manager and Director of Revenue Management in managing the department’s day to day activities, when asked. Review group blocks for cut off date extensions, and ensuring the group blocks are created and monitored correctly prior, during, and post the groups dates. Attend weekly group pick-up meetings. Run group arrivals lists daily for future arrival dates, and no-show reports daily. Check for duplicate reservations – by calling all multiple same name reservations to ensure accuracy of guest names, and any special requests. Check for group reservation errors – and contact caller of the reservation or group contact accordingly to obtain and verify information. Report to the Reservations Manager and the Director of Revenue Management. Work with the Convention Service Manager and Group Clients with group rooming lists, reservation changes, and group billing – according to contract and email history. Complete Group Commission Report, after group’s departure.

Sales

Sales Manager I 1 FT Position
Contact the representative all groups for business to include, government, and social groups to solicit business for the hotel. Calls on prospects by phone or mail, analyzes requirements of occasion, outlines types of services offered and quote prices. Verifies reservations by contract and obtain signature. Confer with customer and Convention Services Manager to plan function details such as space requirements, publicity, time schedules, etc. Conduct site inspections for prospective clients. Entertain clients during their visit to the Omni Hotel at CNN Center. Represent the hotel at tradeshow meetings, shows, sales trips. Be aware of all tentative and definite group business in the hotel for the purpose of Alternative room blocks to maximize revenue with the direction of the DOM/DOS. Participate in Group Site Inspections conducted by hotel. Maintain a harmonious relationship with other hotel salespersons in the city. Perform all other duties as directed by the DOM/DOS.

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

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