Open Positions List

February 26, 2018

Culinary

AM/PM Supervisor I 1 FT Position
Coordination of all banquet hot and cold foods. Banquet Chef must work closely with the Executive Chef to ensure the food products to meet the guests’ needs and specifications. Shares the responsibilities and the guarantee of quality and cleanliness of all food products with the Executive Chef. Responsible for the control of all food products and cleanliness. Monitors safety of staff. Maintains good working relationship with all outlet managers. Conducts daily meetings to relay to all staff the objectives of the day and to ensure that each outlet understands the operations. Assists in the lowering of food cost and waste. Responsible for the return of food. Communicates with the Executive Steward on all banquet equipment needed to perform a banquet. This should be done on Wednesday and for one week to insure necessary equipment is 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/Garde Manger. Monthly training classes with immediate associates. Menu development. Ensure work area is clean and of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Bistro Chef I 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 food is consistent. Ensure eggs, 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 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 and to insure on his days off anyone covering has what they need to operate. Responsible for overall banquet food operation to ensure quality and quantity. Chef should have a good working relationship with Banquet Managers and Captains and should be in a position to communicate the objectives of the day. 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. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. Reasonable request of management as directed. Ensure work area is clean and 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 aware of Banquet and Meeting space. Ability to book restaurant Reservations and limousines as required by our guests. Ensure the delivery of parcels, mail, special deliveries, etc to guest rooms. Ensure that the public areas (lobby) is maintained, clean and all guests are greeted by interpreters with Housekeeping Department. Accept other special duties 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 resolved. Speak with guests in a friendly, warm manner making them feel welcome to the hotel. To proactively work to seek out ways in which to improve the hotel experience for our guests. Handling of special requests i.e. flowers, telegrams, telexes, rental cars, limousines, private planes etc. Arranging interpreters, public stenographers, sight-seeing tours ensuring of quality shopping areas. All other duties as requested by management. Ensure work area is clean and of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Doorman I 1 FT Position
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 our guests and provide support to guests. 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 vehicles. Conduct key audit with the Valet Attendant at the end of each shift. Maintain 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 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 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 Attendant 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 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 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 flow of traffic and to assist in guest services as needed. Responsible for handling all convention-related distributions to guest rooms. Greet our guests in friendly, warm manner. Maintaining an orderly log of front. Maintaining an orderly packet and distribution log. Maintain the Preparation Room, Guest Service Manager with group transportation bookings. Any other duties as requested by management. Ensure work area is clean and of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Front Office

Loyalty Ambassador I FT Position
Develop proactive personal relationships with Select Guests. Act as an ambassador of the hotel and the business to all Select Guests. Act as 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 the Select Guest program. Understand Select Guest promotions and program objectives for each job function. Lead new manager orientations regarding Select Guest and airline miles. Perform Moments of Service success checklist reviews in all relevant departments regarding Select Guest standards and expectations to make sure all benefits are being delivered properly.) Lead monthly association meetings (Coffee Kitches) when appropriate. Report Select Guest successes and failures and recognize outstanding performances in meetings. Create internal written communications to inform and motivate associates regarding current Select Guest issues. Accompany sales team relevant on select calls and site inspections to promote Select Guest program. Maintain an inventory of all Select Guest related materials. Act as liaison with the corporate office and other properties regarding Select Guests. Participate in monthly Select Guest calls with counterparts at other hotels for training, to share best practices and improve on common goals and programs. Ensure that Select Guest program to guests that are not currently members inspire all departments’ associates to contribute profile information and update member profiles. Remember the mirror image. Show enthusiasm and respect not only towards guests, but also towards your co-workers. Collaborate with the Director of Rooms/ Operations to administer the Loyalty Ambassador committee.

Housekeeping

Assistant Director of Housekeeping I 1 FT Position
To assist in managing and directing of all Housekeeping and Laundry functions. To participate in quality assurance for Housekeeping department and department cost control measures. To provide support to the executive Housekeeper in all areas of the Housekeeping Department and department cost control measures. Serve as the Director of Rooms/Operations & Housekeeping and provide an excellent level of customer service. Act as an advocate for the program. Ensure that all Housekeeping 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 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 ins and out procedures for kitchen staff. Conducts kitchen department meetings.

Engineering

Shift Engineer I 1 FT Position
Maintain a high level of customer service and cleanliness in public and private. 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 associated with the maintenance of guest rooms and public areas. Fill out Daily Work Form. Have a thorough understanding of Omni Hotel rules and regulations. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. Reasonable request of management as directed. Have a thorough understanding of Omni Hotel rules and regulations. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. Reasonable request of management as directed. Ensure work area is clean and of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Housemen I 2 FT Positions
Ensures that assigned linen room closets are stocked at par. Empties GRAs linens on an hourly basis or as needed. Empties GRAs garbage on an hourly basis or as needed. Keeps the chute rooms clean. Removes trays from the guest floors. Keeps corridors on
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Omni Hotels & Resorts

guest room floors clean. Keeps areas by the vending machines clean. Moves furniture upon request. Completes guest requests. Cleans bathrooms, stock restocks, replace and/or product from Food & Beverage daily. Removes dirty linen, trash, and ashtrays. 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. Responsible to all hotel guests efficiently and in an appropriately friendly manner. Strong attention to detail. Strong customer service skills. Ability and willingness to stand for 8 hours at 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 I 2 FT Position
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 as much discarded product as possible. Sorting of dirty linen from laundry chute. Performs general housekeeping duties as assigned by Supervisor. Stock & storeroom. Removes all liquor liability products. Note: If a position is listed and you cannot find it on the website it is in Pending Status.

Beverage Manager I 1 FT Position
Responsibility for the supervision and coordination of assigned shift, responsible for overall management of operation. Responsible for hotel's beverage cost, purchasing, inventory and requisition procedures. Follows departmental mandates and seasonal promotional programs. Develops ongoing special to drive business to beverage outlets. Works closely with local purveyors to implement new products and maximize revenues and cost savings. Closes, sides, and fully stocked with equipment. All 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 corrective training where necessary. Supervise bar controls, shot glass use, red lining, bottles totally empty, liquor par list. Supervise cost control efforts to ensure the operations financial success. Prepare and maintain all beverage reports weekly and monthly. Complete weekly and assigned payroll. Audit labor and payroll costs. Oversee the order of daily supplies. Prepare maintenance requests, follow up. Hold preshift meetings with new associates. Must be familiar with and adhere to all liquor liability laws. Handle guest comments and complaints.

Prieto

Restaurant Manager I 1 FT Position
Consistently ensure the most guest information in the restaurant. Pre-meal meeting conducted with service staff on a daily basis. Supervision of Floor during operation. Insure that service personnel follow service scenario. Monitor timing of guest experience. Handle all complaints to the guests’ satisfaction. To maintain a consistently smooth running operation. Service staff on duty as scheduled. Kitchen, stewarding and cocktail staff on duty as scheduled. Service staff to fully stocked with equipment. All service staff. Complete. Coffee, and roll warming equipment functioning. Insure station rotation in seating. Assist in serving or service of guests as necessary. Coordinate all functions in dining room during service. Monitor productivity of service, kitchen and stewarding staff. To monitor and critique the quality and consistency of the food product. Special boards and/or descriptions posted accurately.

Server Assistant I 2 PT Position
Responsibility in addition to serving duties. Stock needed supplies in side stands. Assist in setting up and breaking down the lunch buffet. Dust all tables to include table legs. Receive rolls and put in warmers. Remove dirty plates from tables. Flip section for next service period. Provide all customers with the highest quality of service. tables 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. Assist Managers as needed. Serve rolls and beverage, take orders, present menu, take orders, remove dirty water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Procurement

Special Orders/Receiving Clerk I 1 FT I 1 FT Position
Check shipment by comparing it with 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 exceptions). Verify incoming goods to ensure that all items purchased are free from damage, duplicates to assure proper credit for amount of discrepancy and notify Store Room Manager immediately of shortage to arrange for a replacement. If shipment is correct, time stamp and sign driver’s agent invoice and signature. Submit daily a progress report to Purchasing and 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 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 as necessary.

Room Service

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 range of time of delivery for the order. Prepare payment of charges and give receipt to the guest. Track the delivery and all liability laws. Printings 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.

A/M PM Busser/Overnight 1 FT Position
Keep floors clean at all times. Keep a neat and well stocked working environment. Deliver Select Guest coffee in a timely manner. Deliver a 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.

Revenue

Group Rooms Coordinator I 1 FT Position
Ensure that all Group bookings are handled and processed efficiently and correctly. In cooperation 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. Prepare group reservation errors reports daily. Reserve account number, and group contracts. According to obtain and verify information. Report, the Reservations Manager and the Director of Revenue Management. Work with the Convention Service Manager and Group Clients with rooming lists, reservation changes, and group billing – according to contracts and email history. Complete Group Commission Report, after group's departure.

Function Space Coordinator I 1 FT Position
To ensure we are maximizing our business opportunities through our space commitments. Knowledge of the group market, rooms to market and function space to market. Knowledge of space layout, tables 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. Assist Managers as needed. Serve rolls and beverage, take orders, present menu, take orders, remove dirty water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Procurement

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Hotel

Restaurant Manager I 1 FT Position
Must be familiar with all liquor liability laws. Note: If a position is listed and you cannot find it on the website it is in Pending Status.
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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) | 4 FT Pending**
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.