OPEN POSITIONS LIST
March 12, 2018

Banquets
Banquet Server I 1 FT Position
Perform all Banquet Side work as designated by the Banquet Coordinator. Identify and correct any defects per all standards. Attend to all needs of the guests during functions and function related duties. Report to Banquet Manager any need for housekeeping and/or repairs of and banquet equipment. Assist in.setting up and tearing down of banquet. 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 being performed safely, efficiently and effectively.

Convection Services
Floor Coordinator I 1 FT Position
To serve as the liaison with Catering/Convention Service Managers and all operational departments with onsite meeting contact. This position is highly visible and the point of first contact for addressing special needs or requests for in house groups.

Culinary
AM/PM Supervisor Supervisor I 1 FT Pending
Coordination of all banquets 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, main entrée, starch and vegetables are of highest quality available to him. Attends daily BEO meetings to ensure 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 off days anyone covering has what they require. Monitors Banquet Equipment to ensure quality and quantity. Chef should have a good working relationship with Banquet Managers and Captains and should be in daily communication to insure to insure the proper.
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items within guest rooms. Communicate clean status of each room upon completion. Remove room service trays and tables from guest rooms. Stock supply carts and ensure that it is organized and all lamps are turned off when 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. Strong customer service skills. Ability 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 may include weekends and holidays. Preferred previous experience in housekeeping is strongly preferred.

Laundry

Laundry Attendant I 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 to be delivered. Pickup of dirty linen from Food & Beverage Outlet/Banquets. Operating all washers, dryers, ironing. Insure folders. 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 very heavy linens. Keep floor areas clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Room Service

PM Cashier I 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 checks. Knowledge of food menu and wine list. Know and adhere to all liability laws. Printing at the end of all item names and dates. Complete 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.

AM/PM Busser/Overnight I FT Position

Must have complete knowledge of service time, menu, and specials. Prepare, deliver and service orders. Always inquire if additional service is needed. Responsible for each check. Responsible for pickup 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.

Group Rooms Coordinator I 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.

Stewarding

Steward (PM) I FT Position

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., how 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.

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

PENDING: Sufficient number of applicants