Banquets
Asst. Banquet Manager/Set-Up Manager I FT Positions
The Assistant Banquet Manager will assist and lead the banquet department in the preparation and service of all events at the hotel are properly set up and executed. Maintain a balance between floor supervision, administration, and employee training/mentoring and hosting/communicating with groups. Assure consistency in service through ongoing training. Coordinates menu and banquet and appropriate staff needs. Regularly visits food preparation areas to ensure standards. Prepares and submits banquet requisition forms for appropriate departments. Maintain written and verbal communications with meeting planners, groups, Front Office, Catering, and Sales. Set up and oversee all banquet functions.

Houseperson Supervisor I FT Position
To assist in the oversight of the houseperson supervisor. Make up, stock, and maintain meeting rooms. Refresh meeting rooms during meals and coffee breaks. Complete final breakdown of meeting room. Clean and return equipment to proper location. Must be able to 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 with people.

Banquet Houseperson I 4 FT I 2 FT Positions
To ensure the function room is set according to guest expectation and Omni standards. This position will set up, breakdown, and clean all functions and associated events. Set up, stock, and maintain meeting rooms. Refresh meeting rooms during meals and coffee breaks. Complete final breakdown of meeting room. Clean and return equipment to proper location. Must be able to follow instructions on the Banquet Event Order. Assist other departments when needed to ensure optimum 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 well 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 with people.

On Call Server I 3 On Call Positions
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 all functions and activities. Report to Banquet Manager any need for housekeeping and/or repairs of and banquet equipment. Assist in the upkeep and organization of all liquor liability laws. Must be familiar with and adhere to all liquor liability laws. Must attend all designated pre-meal meetings. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

AM Banquet Cook I FT Position
Coordination of all banquet hot and cold foods. Banquet Chef must work along with Garde Manger to ensure quality meets specs and guarantees. Banquet Chef will ensure quality of banquet hot foods, members of the Pastry Team with appropriate stations for all dress items, pastries, cakes, fruit compotes, breads, chocolates, and coffee. Banquet Chef will manage kitchen supplies necessary for service. Banquet Chef will ensure that all kitchen equipment and coffee is in house. Banquet Chef is also responsible for cost control, payroll and menu planning along with Executive Chef. Coordination of all Banquet pastry and beverage needs. Garnish and display Banquet pastries. Monthly training classes with immediate 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. Responsible for accurate prep list & requisitions. Communicate daily with banquet managers & captains over the events of the day.

Sous Chef I 1 FT 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. Knows expectations and ensures that staff understands them and that they execute said expectations with proper guidelines. Checks and controls sign-in and sign-out procedures for kitchen staff. Conducts kitchen department meetings.

AM Production Cook I FT Position
Control quality and consistency of all food served. Insure station is set and maintained and all food served. Insure all food supplies necessary for service are in appropriate supply on a timely basis. Assist in controlling food cost. Required to learn all menu items produced by assigned station. Refrigeration and serving of cold food. Production of orders. 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.

PM Production Cook I FT Position
Control quality and consistency of all food served. Insure station is set for service 15 minutes prior to service. Insure all food supplies necessary for service are in appropriate supply on a timely basis. Assist in controlling food cost. Required to learn all menu items produced by assigned station. Refrigeration and serving of cold food. Production of orders. 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.

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. Insure station is set and maintained and all food served. Insure all food supplies necessary for service are in appropriate supply on a timely basis. Assist in controlling food cost. Required to learn all menu items produced by assigned station. Production of orders. 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.

Pastry Sous Chef I FT Position
Coordination of all hot and cold foods. Banquet Chef must work along with Garde Manger to ensure quality meets specs and guarantees. Banquet Chef will ensure quality of all hot foods, members of the Pastry Team with appropriate stations for all dress items, pastries, cakes, fruit compotes, breads, chocolates, and coffee. Banquet Chef will manage kitchen supplies necessary for service. Banquet Chef will ensure that all kitchen equipment and coffee is in house. Banquet Chef is also responsible for cost control, payroll and menu planning along with Executive Chef. Coordination of all Banquet pastry and beverage needs. Garnish and display Banquet pastries. Monthly training classes with immediate 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.

Culinary
AM Banquet Cook I FT Position
Coordination of all banquet hot and cold foods. Banquet Chef must work along with Garde Manger to ensure quality meets specs and guarantees. Banquet Chef will ensure quality of all hot foods, members of the Pastry Team with appropriate stations for all dress items, pastries, cakes, fruit compotes, breads, chocolates, and coffee. Banquet Chef will manage kitchen supplies necessary for service. Banquet Chef will ensure that all kitchen equipment and coffee is in house. Banquet Chef is also responsible for cost control, payroll and menu planning along with Executive Chef. Coordination of all Banquet pastry and beverage needs. Garnish and display Banquet pastries. Monthly training classes with immediate 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.

Pastry Sous Chef I FT Position
Coordination of all hot and cold foods. Banquet Chef must work along with Executive Sous Chef Banquet to ensure quality meets specs and guarantees. Banquet Chef will ensure quality of all hot foods, members of the Pastry Team with appropriate stations for all dress items, pastries, cakes, fruit compotes, breads, chocolates, and coffee. Banquet Chef will manage kitchen supplies necessary for service. Banquet Chef will ensure that all kitchen equipment and coffee is in house. Banquet Chef is also responsible for cost control, payroll and menu planning along with Executive Chef. Coordination of all Banquet pastry and beverage needs. Garnish and display Banquet pastries. Monthly training classes with immediate 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.

Engineering
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. Review daily prompt response log and resolve all issues in a timely manner. Assist the Director of Engineering Services in the preparation for and completion of 30 minutes prior to service. Ensure all food supplies necessary for service are in appropriate supply on a timely basis. Responsible for production of sweet items, pastries, cakes, fruit compotes, breads, chocolates, etc. for all outlets as well as banquets and amenities. Assist in producing and plating Banquet pastries. Work well under pressure of meeting production schedules and timelines for pastry needs. Work effectively in a team environment, assisting where needed, and offering assistance to others. Perform other duties as assigned by culinary management.

Front Office
Front Desk Manager I FT
Maintain standards of guest services and a consistent guest experience as documented by AAA ratings, service reports, Moments of Service. To ensure that the Front Desk operates at peak efficiency to give 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, PBX records with direct and open lines of communications, to ensure rooms are sold as called. To maintain a 100% utilization of all available rooms and to ensure Full Service profit, not one that is required. To ensure all Front Office systems and controls comply with corporate policy and procedures, as evidenced by Audits, and minimum levels of bad debt to maintain the most efficiently and effectively.

Front Desk
Front Desk Manager I FT
Maintain standards of guest services and a consistent guest experience as documented by AAA ratings, service reports, Moments of Service. To ensure that the Front Desk operates at peak efficiency to give 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, PBX records with direct and open lines of communications, to ensure rooms are sold as called. To maintain a 100% utilization of all available rooms and to ensure Full Service profit, not one that is required. To ensure all Front Office systems and controls comply with corporate policy and procedures, as evidenced by Audits, and minimum levels of bad debt to maintain the most efficiently and effectively.

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obstruct the job duties from being performed safely, efficiently and effectively.

Houseman I 3 FT Positions

Ensures that assigned linen room cloth stocks are stocked at par. Empties GRAS garbage on an hourly basis as needed. Keeps the chute rooms clean. Removes trays from the guest floors. Keeps corridors on guest room floors clean. Keeps areas by the vending machines clean and free of trash. Completes guest requests. Understand linen 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.

Lobby Attendant I 1 FT Position

To ensure that the hotel lobbies are serviced throughout the day. To service all men's and ladies' public restrooms in lobby areas. Responsible for all contents and keeping of the designated lobby. Cleans Services both men's and ladies' associate locker rooms. All other duties as requested by management. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Guest Room Attendant I 5 FT Positions

Thoroughly clean guest rooms including: making beds, cleaning bathrooms, vacuuming, and dusting. Restock and replace used items within guest rooms. Communicate clean status of each room upon departure. Remove room service trays and tables from guest rooms. Stock supply cart and ensure that it is neat and well organized at all times. Check all equipment prior to and after use to ensure proper operation. Maintain a clean, professional and friendly attitude. 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.

Laundry

Laundry Attendant I 4 FT Positions

This position ensures that all Housekeeping and Food & Beverage linen processed are handled in a timely manner following the expectations of Omni Hotels & Resorts standards while minimizing as much discarded product as possible. Sorting of dirty linen from laundry chute or designated area. Sort and classify linen from different departments. Linens from various departments are delivered to the Laundry Outlets/Banquets. Operating all washers, dryers, ironers and towel folders. Stacking clean items into laundry bins/trucks to be delivered to the guest room floors or Food & Beverage areas. Ensure all items are washed, watered, Air dried and folded to meet special requests for guests. Maintain cleanliness and organization of the laundry department. Adhere to hygiene and sanitation regulations as instructed by OSHA and the Omni Hotels & Resorts.

Cocktail Server I 1 FT I 1 PT Position

To provide efficient friendly customer service at all times and to maintain a clean, professional top quality bar. Properly set-up and maintain a clean efficient service area of the bar throughout the shift. Stages the smaller washers/dryers prior to the Moments of Service guidelines. Responsible for ringing orders into Micros, and delivering orders to the tables. Continually check back with guests. Keep all supplies stocked. Clean, clear and reset service area. Protect the hotel from liability with regard to over served guests. Complete all duties as assigned by manager. Assist bartender when needed. Ensure tables are set properly. Aid guests in locating most appropriate seating or call for a hostess. Print and run daily specials. Communicate with guests and receive feedback. Observe, teach, and correct staff's service. Monitor each guest experience. Examine food preparation. Examine beverage presentation. Handle any guest complaint.

Prime Meridian Greeter I 3 FT I 2 PT Position

The primary responsibility of this position is monitoring the open dining sections of the restaurant for empty and cleaned tables, estimating guest times for guests, monitoring the 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 any last minute requests. They must be able to handle multiple tasks at once in a friendly and professional manner. Seat guests at appropriate tables as per the seating chart. Provide guests with menus. Organize and prepare reservations. Follows daily checklists and side work. Set-up, stocks

OMNI HOTELS LIST

OPEN POSITIONS LIST

September 25, 2017

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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
and breakdown of service and dining room following procedures. Completes all assigned cleaning duties. Completes with direction and instruction from the management team. Contributes to a professional workplace that maximizes employee morale, productivity and effectiveness. Works well with a diverse FOH and BOH staff. Must have strong communication skills. Ability to work calmly and effectively under pressure.

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 the DOM/DOS. Participates in Group Site Inspections conducted by the Sales 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.

Room Service
In Room Dining Manager I 1 FT Position
Maintain consistently good food service for guests. Monitor all tray and table set ups, being sure all products are well presented to the guest. Linen, china and silver must be spotless. Food must be properly garnished and fresh looking. Warm food must be kept warm, cold beverages must be served adequately chilled. All deliveries must be made by time quoted to guest and must be delivered by properly uniformed, well groomed Room Service waiters and waitresses. Tray and table retrievals must be made other than a reasonable amount of time after delivery or upon guest request. Check to be sure that all waiters and waitresses are doing assigned prep work at beginning of shift, as well as sidework at end of shift. Check tray set-ups and timing of deliveries. Determine action to be taken if orders are behind time in delivery, whether to begin helping in the set up of trays, calling for another outlet for additional help, or advising PM manager of problem delaying service. Control bussing procedures to insure that as many trays as possible are picked up. Make sure list of trays not picked up is left for next shift. Monitor Room Service delivery. Maintain an adequate supply of both equipment and food items to ensure speed and quality of service. Accurate daily inventories must be made with accompanying requisition orders to keep all pars stable and Room Service personnel equipped to deliver orders promptly and properly. Maintain an adequately stocked liquor back-up cabinet (if applicable). Daily inventories must accompany daily orders to keep liquor pars stable. Maintain control of both payroll and food expenditures.

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. Take payment of checks. Knowledge of food menu and wine list. Know and adhere to all 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.

AM Server I 1 FT / 2 PT Positions
Must have complete knowledge of service time, menu, and specials. Prepare, deliver and serve order. 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.

AM/PM Busser I 1 FT / 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. 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.

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 trade association meetings, shows, sales trips. Be aware of all tentative and definite group business in the hotel for the purpose of Alternative room blocks to maximize revenue with the direction of the Sales Manager. Participates in Group Site Inspections conducted by the Sales Manager and the Director of Revenue Management. Work with 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.

Massage Therapist I 2 OC Positions
Exhibit professional attitude at all time. Provide the highest possible standard of treatments to the guests. Provide every treatment as per the established treatment protocols. Create a sensory journey for the guests. Help the guest rest, relax and regain balance and harmony. Responsible for setting up the treatment room as per room procedures. Responsible for closing the treatment room as per closing procedures. Responsible to dispose of laundry in a timely manner. Maintain sanitation of work area and equipment as required by State Board guidelines, and protocols. Clean all machinery and equipment as per factory instructions, and as per protocols. Ensure all professional stock is being used in compliance with the PAR levels. Assist with reduction in product waste. Ensure all guests depart with a completed prescription form after each and every service. Produce a minimum of 15% in retail sales per day / week/month. Participate in training & staff meetings.

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 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.

Bouquet Food Runner I 2 FT Positions
To assist both the banquet front of house and culinary teams in any way possible to ensure proper, prompt and courteous service to all guests. Responsible for breaking down trays from banquets and the outlets. Responsible for delivering clean cookware and serving ware to various outlets and meeting rooms. Get necessary supplies for the buffet. To include all china, glass, silverware, and other materials needed for functions. Clean-up buffet after every meal. Receive rolls and put in warmers. Check off and pick-up 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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