Carpenter I 1 FT Position

Painter I 1 FT Position
Maintain (paint, wallpaper, sheetrock, etc.) all public areas and guest rooms on an on-going basis. Maintain public space PM Program. Keep the hotel decor in good condition. Clean all work areas after completing job. Fill out Daily Work form. Have a thorough understanding of Omni fire alarm procedures and other emergencies. 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. Maintain work area clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Room Care I 1 FT Position

Guest Services
Dedicated to Open Positions
To graciously welcome guests to the hotel offering them assistance with their baggage and directions to the Front Desk, while effectively managing the flow of traffic and 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 the guest to provide superior guest service. Ensures 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. Maintains the cleanliness of the front of the hotel. Notifies the Front Desk and Guest Services of VIP arrivals when 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 all guests. It is a plus to speak a second language. 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 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 1 FT Position
Complete training of Bellmen and Doormen as directed by the Director of Guest Services and keeps the lobby clean and clear 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 Cart. Maintains an orderly shift log of all activities, customer complaints, luggage stored and all guest 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. Assists Bellmen and Doormen in maintaining a smooth and orderly work flow and maximum service to our guests. Responsible for handling all convention-related distributions to guest rooms. Greet our guests in friendly, warm manner. Maintaining an orderly log of front. Maintaining an orderly package log. Follow-up check of stored packages. Assist Guest Service Manager with group transportation bookings. Any other duties as requested by management. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Front Office
Front Desk Manager 1 FT
Maintain standards of guest services and a consistent guest experience as documented by AAA ratings, service reports, Reports, Moments of Service. To ensure that the Front Desk operates at peak efficiency to give a maximum utilization of guestroom inventory, to ensure the accurate allocation of rooms and to minimize overbooking. To ensure the accuracy of the Front Desk, Reservations, PAX records with direct and open lines of communications to other departments within the hotel. Through proper training of Front Office staff, provide guest services, to ensure that all guests entering or leaving the hotel are treated in an appropriate and professional manner. To be thoroughly acquainted with all check-in and check-out procedures, to ensure that all guest services are performed in a friendly, professional and efficient manner. To ensure all guests entering or leaving the hotel are treated in an appropriate and professional manner. To be thoroughly acquainted with all check-in and check-out procedures, to ensure that all guest services are performed in a friendly, professional and efficient manner.

Housekeeping
Turndown 1 FT Position
Responds to all guest requests appropriately. Always greet our guests warmly with a smile, call them by name whenever possible. Demonstrate the values of the hotel, as the hotel's representative to responsible for providing turn-down services for assigned number of guest rooms. To provide full servicing of guest rooms upon request. Removes room service trays from guest rooms. All duties as requested by management. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Houseman 3 FT Positions
Ensures that assigned linen room closets are stocked at par. Empties GRAs 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 garbage floors. Keeps corridors on guest rooms clean. Keeps走廊 rooms clean. Moves furniture upon request. Completes guest requests. Underline 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 1 FT Position
To ensure the hotel’s lobby is serviced throughout the day. To welcome and comfort’s guests, to provide full services to hotel guests. To be thoroughly acquainted with all guest services and room requests. To be familiar with and enforce all policies related to liquor liability laws.

Guest Room Controller 1 FT Position
To be thoroughly acquainted with all check-in policies and procedures. To be familiar with and enforce all policies related to liquor liability laws.

Front Desk Agent 1 FT 2 PT Positions
To ensure appropriate checking in and checking out of guests and providing services to these guests in a courteous, professional and engaging manner. To be thoroughly acquainted with all check-in and check-out policies and procedures. To properly handle all guest requests, complaints and issues and forwarding along as needed. To be thoroughly acquainted with all check-in policies and procedures. To be especially attentive to the needs of our guests and ensure that all guest services are performed in a friendly, professional and efficient manner.

Front Office Training Supervisor 1 FT Position
The role of the Front Office Supervisor is to ensure the appropriate checking in and checking out of guests in a courteous and professional manner while maintaining four-star/four diamond standard service. Along with the training and development of all Front Office and department personnel in the proper operation of all Front Office services in the lobby area. Complete training of Bellmen and Doormen as directed by the Director of Guest Services and keeps the lobby clean and clear 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 Cart. Maintains an orderly shift log of all activities, customer complaints, luggage stored and all guest 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. Assists Bellmen and Doormen in maintaining a smooth and orderly work flow and maximum service to our guests. Responsible for handling all convention-related distributions to guest rooms. Greet our guests in friendly, warm manner. Maintaining an orderly log of front. Maintaining an orderly package log. Follow-up check of stored packages. Assist Guest Service Manager with group transportation bookings. Any other duties as requested by management. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Laundry Attendant 4 FT Positions
This position ensures that all Housekeeping and Food & Beverage linens are processed in a timely manner meeting the expectations of Omni Hotels & Resorts standards while minimizing as much downtime as possible. To be thoroughly acquainted with all guest services and room requests. To provide full servicing of guest rooms upon request. Removes room service trays from guest rooms. All duties as requested by management. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Cocktail Server 1 FT 1 FT 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 bar area including all glassware, liquor bottles, bar mats and other supplies as needed. To perform our guest services by using the Moments of Service guidelines. Responsible for ringing orders into Micros, and delivering orders as needed. Also be able to process cash, change and credit card transactions. To ensure that all guests receive complimentary beverages and perfect service. To ensure that all guests receive complimentary beverages and perfect service. To ensure that all guests receive complimentary beverages and perfect service. To ensure that all guests receive complimentary beverages and perfect service. To ensure that all guests receive complimentary beverages and perfect service.
OPEN POSITIONS LIST
October 23, 2017

modeling and acting in accordance with the Omni’s guiding principles, and the Omni Trilogy Culture.

Prime Meridian Greeter I 3FT I 2 PT Position

The primary responsibility of this position is monitoring the front desk, checking in and checking out guests. Maintain a harmonious relationship with other hotel staff meetings and training sessions. Assist in conducting Group Site inspections conducted by site inspectors. Ensure the approximate time of delivery for the order. Prepare orders promptly and properly. Maintain an adequately stocked liquor back-up cabinet (if applicable). Daily inventories must be made accordingly to keep par 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 upsell. Cover 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 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/PM Busser I 3 FT I 2 PT Positions

Keep floors clean at all times. Keep a neat and well stocked working area. Deliver Select Guest coffee in a timely manner. Deliver a VIP amenity. Perform proper delivery procedures. Attend all designated staff meetings and training sessions. Keep work area clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

National Sales Manager I FT Position

Work individually and as a part of 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. Assists the Director of Sales in development of business and quarterly action plans for the hotel. Undertakes other responsibilities as directed by the Director of Sales.

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 by following the Reservation 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 checks on incoming items for proper storing and packaging to guard against quality loss due to over-exposure to storage temperatures, improper rotation, etc. Assists and directs inventory documents along with the Storeroom Manager as necessary. Assists Storeroom Clerks in filling requisitions and sanitation maintenance daily. Assist in conducting End-Of-Month Physical Inventory. 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.

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 Room Service waiters and waitresses. Tray and table retrievals must be made either within a reasonable amount of time after delivery or upon guest request. Check to see that all waiters and waitresses are doing assigned prep work at beginning of shift, as well as sidewalk 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 sending PM Manager or PO up to assist with the delayin 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 all Room Service deliveries.

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 be made accordingly to keep par stable. Maintain control of both payroll and food expenditures.

Serve Assistant I 1 FT I 2 PT Positions

Station set-up. Be able to lift 50 pounds. Stock needed supplies in side stands. Assist in setting up and breaking down the lunch buffet. Dust all tables to include table legs. Receive and put in warmers. Remove dirty plates from tables. Flip section for next serving period. Pick-up napkins. Set up water station. Set tables with clean, napkins, china, silver and glassware. Take dirty linen to laundry at the end of the shift. Line clean and arrange according to specifications. Remove any extra settings. Pour water. Assist Managers as needed. Serve rolls and butter as specified. 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.

Spa

Massage Therapist I 2 OC Positions

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. Ensure all machinery and equipment are as per factory instructions, and as per protocols. Maintain 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/month. Participate in training & staff meetings.

Stewarding

Steward (PM) I 4 FT Positions

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

Banquet Food Runner I 2 FT Positions

To assist both the banquet front of house and culinary teams in any way possible to ensure proper, prompt and courteous service to all guests. Responsible for breaking down trays from 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, wilverware, and other materials needed for functions. Clean-up buffet after every meal. Receive rolls and put in warmers. Check off and pick-up storeroom supplies. Assist servers during meal period. Remove any extra settings. Responsible for maintaining a clean and sanitary work station. Ability and willingness to stand for 8 hours at a time. Ability and willingness to push pull or lift up to 50 lbs. Ability and willingness to bend, stretch, and reach. Ability to work cohesively as part of a team. Ability and willingness to work a varied schedule which includes working on w. Food safety certification is preferred but not required. Weekends and holidays.