OPEN POSITIONS LIST
July 31, 2017

Banquets
Houseperson Supervisor I FT Position
To assist with overall supervision of banquet houseman. Set up, stack, 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 department heads when needed to ensure optimum service to guests.

Banquet Set Up Over Night I FT Position
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.

Call On Server I 3 On Call Pending
Provide outstanding and genuine hospitality for each and every guest. Be guided by the banquet captain. Efficiently and properly perform all service standards. Attends to all needs of the guests during functions and function related duties. Report to Banquet Manager any need for housekeeping and/or registration services. Be punctual and professional and follow 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.

Culinary
AM Production Cook I FT Position
Control quality and consistency of all food served. Insure station is set up and broken down within 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 and related equipment. 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.

Pastry Cook I FT Position
To provide and maintain high quality standards and procedures in preparing and serving all pastries. To be an effective, positive and professional team player. Must have experience working in a hotel and 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 in a dynamic and challenging environment. Assist Set Up, Stock and Break Down Banquet teams. Reasonable request of management as 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.

Front Office
Overnight Position I FT I 1 PT Position
To ensure appropriate checking in and checking out of guests and providing services to these guests in a courteous, professional and efficient 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. To use Omni Systems in a professional manner. Must be able to work night shifts. 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.

Rooms Controller I FT Position
To be thoroughly acquainted with all check-in policies and procedures. Ensure correct guest, guests, VIPs and Red-eye arrivals and departures. To work well with check-out policies and procedures. To be familiar with guest scenarios. To be familiar with all technical equipment related to the Front Desk. Rate discrepancy report and make needed changes. Review review guest comments and note information in Log Book on the appropriate day. Review & clear all flags & mailboxes. Be familiar with Fire Panel. To be familiar with all hotel facilities. Must have complete understanding of room type availability. To be familiar with the inter-relationship between the different departments, especially Housekeeping & Room Service. Review group room. Understands and can complete Rooms Controller Checklist. Ensure Dup check is completed. Must have full understanding of Select Guest Program. Must be able to train new associates. Ensure all daily room moves.

PBX I 2 FT Position
Answer console. Direct phone calls to appropriate personnel. Assist all guests and associates. Omni Prompt Request Help Line. Wake up calls. 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 I 3 FT Position
Ensures that assigned linen room closets are stocked at par. Empties GRAs on an hourly basis as or needed. Empties GRAs garbage on an hourly basis or as needed. Keeps the chute rooms clean and removes trash from the guest floors. Keeps the front room floors clean. Keeps areas by the vending machines clean. Moves furniture upon request. Complete guest requests. Underst and deliver/perform 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 FT Position
To provide optimal guest service to guests throughout the day. To serve all men's and ladies' public restrooms in lobby areas. Responds to guest requests. To service the executive offices. 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 Position
Thoroughly clean and make beds, cleaning bathrooms, vacuuming, and dusting. Restock and replace used items within guest rooms. Communicate clean status of each room upon completion. Remove room service trays and tables from guest rooms at designated check time. All deliveries and requests will be made by the housekeeping department. 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. Respond 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 extended periods of time. Must be able to lift, push and pull up to 20lbs. Must be able to push up to 200lbs. Ability and willingness to work to a varied schedule which includes working on weekends and holidays. Previous experience in housekeeping is strongly preferred.

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 while minimizing as much discarded product as possible. Sorting of dirty linen from laundry chute to be processed. Pickup of dirty linen from Food & Beverage Outlets/Banquets. Operating all washers, dryers, ironers and towel folders. The ideal candidate will have experience in a hotel, organizing and maintaining supply on a timely basis. Ability to lift, push and pull up to 20lbs. Must be able to lift, push and pull up to 200lbs. Ability and willingness to work to a varied schedule which includes working on weekends and holidays.

Cocktail Server I FT 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. Perform our guest services by using the Moments of Service guidelines. Responsible for ringing orders into Micros, and delivering drinks to guests. Follow all sanitation policies and procedures. Keep all supplies stocked. Clean, 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. Must be able to lift, push and pull up to 200lbs. Ability and willingness to work to a varied schedule which includes working on weekends and holidays.

Barista I FT I 1 PT Position
As an Omni, you will create Memorable Experiences for our customers by providing legendary customer service with prompt, friendly, knowledgeable, and comfortable store environment. You will be responsible for modeling and acting in accordance with the Omni’s guiding principles, and the Omni Tronix Culture.

Prime
Assistant Restaurant Manager I 2 FT Position

Server Assistant I JFT I 1 FT Position
Statistical positions listed. To provide exceptional customer service. 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 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. Ensure furniture and floors are clean and arranged according to specifications. Remove any extra settings. Pour water. Assist Managers as needed. Serve rolls and
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butcher as specified. Ensure work area is clean and standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

**Prime Meridian Greeter I 3FT 1 PT Position**

The primary responsibility of this position is monitoring the open dining sections of the restaurant for empty and cleaned tables, ensuring wait time is being adhered to in the guest waiting list, and ensuring that the needs of the guests are met while they are waiting.

The host is often responsible for answering the telephone, booking reservations and moving tables together to accommodate large special events. This position is to be performed in a 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. Sets up, stocks and breaks down 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 F&B and BOH staff. Must have strong communication skills. Ability to work calmly and effectively under pressure.

**Procurement**

**Shipping & Receiving Clerk I 2FT 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 exposure to storage temperature). It is also necessary to duplicate 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 and vendor’s copies of delivery ticket, and file returning copy 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 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 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 storing and packaging to guard against quality loss due to over-exposure to storage temperatures, improper rotation, etc. Assists and directs inventory documented along with the Storeroom Manager as necessary. Assists Storeroom Clerks in filling requisitions and sanitation maintenance daily. Assists 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**

**AM Server I 2 FT I 1PT 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 picking up 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.

**PM Server I 2 FT I 1PT 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 picking up 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.

**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 at table, approximately the time frame 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 balancing of cash drawer. 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.

**Room Service Captain I 1 FT I 1FT Overnight 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 picking up trays and carts. 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 2 FT Position**

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.

**Administrative Assistant I 1 FT Position**

Support the Sales Team in achieving the hotel's revenue goals, growing existing client relationships and acquiring new relationships. Prepare site inspections, reserve guest rooms, schedule client entertainment/meals, booking internal meetings, monitoring and ordering VIP gifts and amenities. Assist and support all functions of the Sales Office including creating contracts, proposals, and the turnover process for booking. Coordinate travel needs for meetings and maintain data entry in sales database and RFP submissions.

**Sales Manager I 1 FT Position**

Contact the representative 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 convention and Convention Services Manager to plan function details such as staff, equipment, and supplies; and perform review. Answer telephone and direct calls to appropriate person or voicemail. Maintain computer system records and utilize various software programs to perform daily tasks.

**Spa**

**Massage Therapist I 2 OC Position**

Exhibit professional attitude at all times. Provide the highest possible service to guests. Ensure all treatments are performed as per the established treatment protocols. Provide a sensory journey for the guests. Help the guest relax, relax and regain balance and harmony. Responsible for setting up the treatment room or room procedures. Responsible for cleaning 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 for cleaning 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 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.

**Banquet Food Runner I 2 FT Position**

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 store room 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. ekeks and holidays