OPEN POSITIONS LIST

October 30, 2017

Banquets
Asst. Banquet Manager/Set-Up Manager I 2 FT Positions
The Assistant Banquet Manager will assist and lead the banquets department. Responsibilities include: Set up and functions 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. Coordinate food and meals during the event sets up requests with appropriate departments. Maintain written and verbal communications with meeting planners, groups, Front Office, Catering, and Sales. Set up and oversee all banquets functions.

Banquet Houseperson I 3 FT 1 I 1 Positions
To ensure the function room is set according to guest expectation and Omni standards. This position will set up, breakdown, and clean all space associated with banquets and conventions. Set up, stock, and maintain meeting rooms. Refresh meeting rooms during meals and coffee breaks. Complete final breakdown of meeting areas. Clean and return equipment to proper location. Must be able to follow instructions on the Banquet Event Order.

On Call Server I 3 On Call Positions
Position is highly visible and the central point for handling and addressing special needs or requests for in house groups.

Convention Services Manager I 1 FT Position
Confirm meeting programs and communicates convention details, effectively between the client and hotel departments by using convention resume format. Coordinate banquets and banquet event orders. Monitor group room pick-up and make recommendations regarding room block changes based upon group history and knowledge of group (attendee profile, registration numbers, etc.). Follow up with various hotel departments to ensure their understanding of groups’ needs and the department’s role. Schedule and facilitate pre- and post-con meetings. Check function space in Delphi to ensure accurate floor plans and meeting and banquet program. Check function space to ensure that VIPs and group meeting and banquet arrangements are accurate. Work closely with Convention Services Floor Coordinator to ensure all needs of the client are being met in a timely fashion. At conclusion of conference, reconcile final bill with meeting planners and accounting. Project sense of urgency for all group requests. Accessible to client and other hotel departments through use of hotel issued cell phone. Conduct hotel site inspections when necessary. Assist entertainment clients to establish closer working relationships when appropriate. Recommend special outside vendors/services when required. Schedule and facilitate internal “tie-down” meetings prior to conferences when necessary. Perform other duties as assigned by Director of Convention Services or Assistant Director of Convention Services. 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.

Banquet Sous Chef I 1 FT
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 hot and cold foods are correct. Must communicate all guarantees and food changes to Chef and Garde Manger and Bakeshop. Works closely and works 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 banquette food operation to ensure quality and quantity. Chef should have a good working knowledge of the banquette equipment. Banquette Chef needs to have direct communication constantly to insure counts are proper. Assists in the lowering of food cost and waste. Responsible for the required daily and weekly inventories of heat, light & power and repair of equipment related to field. Report millwork (crown, panels, base, and chair rail) throughout hotel. Repair stain on millwork: Be able to explain best type of joint for various applications. Know how to use a router planer, knowledge of how to repair cabinets. Knowledge & Understanding of various locks & the ability to repair the locks. Knowledge of epoxy repairs. Be able to do tile repair. Reasonable request of management as directed. 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. Program, telephone, pen/pencil, photography machine, Power tools for woodworking.

Painter I 1 FT Position
Maintain (paint, wallpaper, sheetrock, etc.) all public areas and have a good understanding of all paint and paint store and inventories. Maintain storage, removal and disposal techniques. Follow proper disposal requirements of all paints and solvents. Repair plaster, gypsum, sheetrock and various other building materials. Be able to mix colors and match colors. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. 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.

Room Care I 1 FT Position

Banquet Sous Chef I 1 FT
Coordinated 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 hot and cold foods are correct. Must communicate all guarantees and food changes to Chef and Garde Manger and Bakeshop. Works closely and works 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 banquette food operation to ensure quality and quantity. Chef should have a good working knowledge of the banquette equipment. Banquette Chef needs to have direct communication constantly to insure counts are proper. Assists in the lowering of food cost and waste. Responsible for the required daily and weekly inventories of heat, light & power and repair of equipment related to field. Report millwork (crown, panels, base, and chair rail) throughout hotel. Repair stain on millwork: Be able to explain best type of joint for various applications. Know how to use a router planer, knowledge of how to repair cabinets. Knowledge & Understanding of various locks & the ability to repair the locks. Knowledge of epoxy repairs. Be able to do tile repair. Reasonable request of management as directed. 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. Program, telephone, pen/pencil, photography machine, Power tools for woodworking.

Carpenter I 1 FT Position

Painter I 1 FT Position
Maintain (paint, wallpaper, sheetrock, etc.) all public areas and have a good understanding of all paint and paint store and inventories. Maintain storage, removal and disposal techniques. Follow proper disposal requirements of all paints and solvents. Repair plaster, gypsum, sheetrock and various other building materials. Be able to mix colors and match colors. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. 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.

Carpenter I 1 FT Position

Painter I 1 FT Position
Maintain (paint, wallpaper, sheetrock, etc.) all public areas and have a good understanding of all paint and paint store and inventories. Maintain storage, removal and disposal techniques. Follow proper disposal requirements of all paints and solvents. Repair plaster, gypsum, sheetrock and various other building materials. Be able to mix colors and match colors. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. 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.

Room Care I 1 FT Position

Guest Services
Doorman 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 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 to 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 clients in conversation while delivering first class guest service. 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 I 1 FT Position

Complete training of Bellmen and Doormen as directed by the Director of Operations. Oversees and keeps on record 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 occupied luggage. Assists in the interpretation of 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 to ensure a smooth and orderly work flow and maximum service to our guests. Responsible for handling all convention-related duties to guest rooms. Greet our guests in friendly, warm manner. Maintains 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 of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Front Desk

Front Desk Manager I 1 FT

Maintains 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 inventory, to minimize no shows, to minimize overbooking. To ensure the accuracy of the Front Desk, Reservations, PBX records with direct and open lines of communication to other departments within the hotel. Through the use of the Front Desk computer, maintains an orderly, clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Front Desk Agent I 1 FT

Aid guests in locating areas of the hotel (walk them to destination if possible). Engaging manner. Strong attention to detail. Professional in all situations. Approach all encounters with guests and associates in a friendly, service oriented manner. Regular attendance in compliance with Omni standards, as required by scheduling which will vary according to the needs of the hotel. Maintain high standards of personal appearance and grooming, which include wearing proper uniform and name tag when working. Comply at all times with Omni standards and regulations to encourage safe and efficient hotel operations. Oversees all aspects of the daily operations of the department. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests.

Hostekeeping

Housekeeper_________________________________

Be familiar with guest areas of the hotel (walk them to destination if possible). Engaging manner. Strong attention to detail. Professional in all situations. Approach all encounters with guests and associates in a friendly, service oriented manner. Regular attendance in compliance with Omni standards, as required by scheduling which will vary according to the needs of the hotel. Maintain high standards of personal appearance and grooming, which include wearing proper uniform and name tag when working. Comply at all times with Omni standards and regulations to encourage safe and efficient hotel operations. Oversees all aspects of the daily operations of the department. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests.

Early Riser II FT Position

Provide guests with a smile. Call them by name when possible. Depend upon the volume, is responsible to provide turn down service for assigned guest number of rooms. To provide full servicing of guest rooms upon request. Room service turn around from guest rooms. All 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 is 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 and deposit in the proper bag. Keep all bags in order. Respond to all hotel guests efficiently and in an appropriately friendly manner. Strong attention to detail. Professional in all situations. Approach all encounters with guests and associates in a friendly, service oriented manner. Regular attendance in compliance with Omni standards, as required by scheduling which will vary according to the needs of the hotel. Maintain high standards of personal appearance and grooming, which include wearing proper uniform and name tag when working. Comply at all times with Omni standards and regulations to encourage safe and efficient hotel operations. Oversees all aspects of the daily operations of the department. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests.

Other departments to other departments to ensure that guest needs are satisfied. Attend all designated staff meetings and training sessions Familiarity with food and drink menus. Follow all company safety and security policies and procedures; report accidents, injuries, and unauthorized property possession. Maintain safe training certifications and Bartender I 3 FT Position

The Bartender will be responsible for providing efficient customer service at all times and to maintain a clean, professional top quality bar. Responsible for Mix drinks for servers according to standard recipe. Familiarity with the wine list and the characteristics and appropriate garnishes used. Follow procedures as outlined in employee manual and bartenders manual. Jigger pour, making drinks to order. Must be able to lift 50 pounds. Be able to work with and understand financial information and data and basic arithmetic functions. Must be able to work in potentially stressful situations. Approach all encounters with guests and associates in a friendly, service oriented manner. Regular attendance in compliance with Omni standards, as required by scheduling which will vary according to the needs of the hotel. Maintain high standards of personal appearance and grooming, which include wearing proper uniform and name tag when working. Comply at all times with Omni standards and regulations to encourage safe and efficient hotel operations. Oversees all aspects of the daily operations of the department. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests. To be thoroughly acquainted with all technical equipment to fully utilize its capabilities and extend efficient services to hotel guests.
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 hotel copies of invoice. Place the hotel stamp on front side 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 daily a progress 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 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 be delivered by properly uniformed, well groomed 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 be sure that all waiters and waitresses are doing assigned prep work at beginning of shift, as well as subsequent hours 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 problems 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 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 by with accompanying requisition orders to keep all pars 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 to increase 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 FT 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. Properly perform 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 National Sales Manager I FT Position**

Work individually and as part of a 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 to 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. Undertake other responsibilities as directed by the Director of Sales.

---

**Sales Manager I 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 DOM/DOS. Participate in Group Site Inspections conducted by hotel. Maintain a harmonious relationship with other hotel salespersons in the city. Perform all other duties as directed by the DOM/DOS.

**Spa**

**Massage Therapist I 2 QC 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 per 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 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 load, chemicals and temperature setting of dishwasher. Knowledge of floor maintenance, equipment used and good knowledge of chemical safety & usage. Be able 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 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.

---

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