**OPEN POSITIONS LIST**
November 6, 2017

**Banquets**

Asst. Banquet Manager/Set-Up Manager I 2 FT Positions
The Assistant Banquet Manager will assist and lead the banquet department in the overall functions at the hotel and are properly set up and executed. Maintain a balance between floor supervision, administration, and employee training. Reporting to and working directly with the Banquet Manager. Assist in the planning and implementation of banquet functions to ensure quality and efficiency of service, as well as maintenance of all banquet equipment. Assist the Banquet Manager in the setup and cleanup of all banquet events. Complete final breakdown of meeting rooms and ensure all equipment is returned to proper location. Must be able to assist in the event of a Banquet Manager’s absence. Pay attention to detail, have a positive attitude, and be able to work in a fast-paced environment.

Banquet Houseperson I 3 FT 11 FT Positions
Perform all Banquet work as directed by the Banquet Captain. Efficiently and effectively perform all tasks as assigned by the Banquet Captain. Attend to all the needs of the guests during functions and function-related duties. While performing the above tasks, monitor and report any potential problems or concerns to the Banquet Captain. Ensure all tasks are completed in a timely manner.

**Conventions**

Floor Coordinator I 1 FT Position
Work closely with Convention Services to ensure all the needs of the client are being met in a timely fashion. At conclusion of conference, review final bill with meeting planner and accounting. Project sense of urgency for all group requests. Accessible to client and other hotel departments through use of cell phone. Report hotel site inspections when necessary. Encourage all Banquet servers to serve on banquet work orders. Assist the Banquet Manager and Convention Manager in the planning and implementation of all banquet functions. Complete final breakdown of meeting rooms and ensure all equipment is returned to proper location. Must be able to assist in the event of a Banquet Manager’s absence. Pay attention to detail, have a positive attitude, and be able to work in a fast-paced environment.

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 procurement of supplies and the issuance of purchase orders. Review work orders and assign work by priorities. Maintain up-to-date records of all work performed and the cost of work performed. Respond to guest requests. Work with the Engineering staff on a shift basis and coordinates their activities. Assume full responsibility for the Engineering Department in the absence of the Director of Engineering. Direct maintenance and repair work of all equipment related to field. Repair millwork (crown, panels, base, and chair rail) throughout hotel. Repair stall in millwork Build cabinets. Able to diagnose and repair various banquet equipment related to field. Field maintenance of business and other emergencies. Have a thorough understanding of Omni Hotel rules and regulations. Knowledge & use of the Lockout/Tagout, NFPA and Blood borne Pathogen Programs.

Painter I 1 FT Position
Perform all Banquet work as directed by the Banquet Captain. Efficiently and effectively perform all tasks as assigned by the Banquet Captain. Attend to all the needs of the guests during functions and function-related duties. Pay attention to detail, have a positive attitude, and be able to work in a fast-paced environment.

Carpenter I 1 FT Position
Maintain (mill work, etc.) all public areas and guest rooms on an ongoing basis. 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 F&B Operations. Oversees and keeps on order 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 Bellmen and Doormen, check-in, check-outs, 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. Directs and supervises Bellmen and Doormen to ensure 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 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.

Houseman I 3 FT Positions

Ensures that assigned linen room closets are stocked at par. Ensures that all guest closets have machine washed and properly folded towels, sheets, and blankets for the next day. 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 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. Responds to all guest requests appropriately. Always greet our 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.

Front Desk Office

Front Desk Manager I 1 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 services at the lowest cost. Directly supervises the activities of the Receptionist. 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 clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Housekeeping

Turnaround I 1 FT I 2 PT Positions

Responds to all guest requests appropriately. Always greet our guests with a smile, if possible. Depending upon the volume, is responsible to provide turnaround services for assigned number of guest rooms. To provide full servicing of guest rooms upon request. Remove 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 I 1 FT I 1 PT Position

To provide efficient service 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 orders to the tables. Continually check back with guests. Keeps all bar stock areas clean and organized. Protect the hotel from liability with regard to over serving guests. Complete all duties as assigned by manager. Assist bartender when needed. Ensure tables are set up properly. Aid guests in locating other areas of the hotel (walk them to destination if possible). 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 unsafe conditions. Maintain complete safety training and certifications. Bartender I 3 FT Positions

The Bartender will be responsible for providing efficient friendly customer service at all times and to maintain a clean, professional top quality bar. Responsible for Mix drinks for servers according to standard recipes. Familiarity with the wine list and the appropriate garnishes used. Follow procedures as outlined in employee manual and bartenders manual. Jigger pour, making drinks and cold beverages, only top shelf brands. Must be able to work in a fast moving environment, clean and follow. sidewalks. Monitor inventory. Ensure the consistency in the presentation and recipes of all cocktails. Be familiar with and enforce all policies related to liquor liability laws. Be familiar with all property amenity leases and other restaurants.

Procurement

Shipping & Receiving Clerk I 1 FT Position

Check shipment receive and verify with the 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 expiration date). Fill out an error correction when necessary in

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Bell Captain I 1 FT Position

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Turnaround I 1 FT I 2 PT Positions

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duplicate to assure proper credit for amount of discrepancy and notify Store Manager immediately of shortage to arrange for a replacement. If 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 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.

**Administrative Assistant I FT Position**

Schedules work load to meet deadliness of all managers. Types and distribute all correspondence, including booking notices, letters, contracts, etc. for assigned managers. Ensures that all correspondence is 100% accurate. Maintains reader files. Maintains account files and ensures that all information is included in file, i.e. post convention reports, letters, fax information, etc. Coordinated general office functions. Ensures that all managers receive messages in a timely manner. (messages to include name and phone number of caller, date and time call received). Performs other duties as 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.

**Spa**

**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 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 clean, chemicals and temperature setting of dishwasher. Knowledge of Food 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 banquettes 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 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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**Room Service**

In **Room Dining Manager I 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 dishes must be made by the kitchen with all necessary items to 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 sidework at end of shift. Check tray set-ups and timing of deliveries.

Determine action to be taken if orders are behind 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 ensure 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. Ensure all inventories must be made by the kitchen with accompanying requisition orders to keep all par 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 par stable. Maintain control of both payroll and food expenditures.

**PM Cashier I FT Position**

Responsibility to answer the phone within three rings. Take orders for guests. Must follow prepared scenario to encourage upselling. Give the approximate time of delivery, as well as payment of check. 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/Oversight I 3 FT I 2 PT Positions**

Keep floors clean at all times. Keep all clean 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. Perform 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.

**Oversight Busser I FT Position**

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. Perform 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 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.

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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