The Ellis Hotel
176 Peachtree Street, NW
Atlanta, GA 30303

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Room Attendant 2 FT (AM-PM Flexible)
The responsibility of the room attendant is to clean and prepare guest rooms for the following guests. Must be able to lift thirty-five pounds (35) pounds on an individual basis, pushing two hundred (200) pound carts, or collectively helping team members move larger loads than the weight limits listed above. Must have excellent customer service skills. Move repetitively and stand for duration of shift. Must be able to multi-task and have sense of urgency. Previous hotel housekeeping experience required. Must be able to work all shifts.

Housekeeping Houseperson 1 FT (AM-PM Flexible)
Support and service the room attendants, maintain interior/exterior cleanliness throughout the hotel and laundry processing according to hotel and brand standards. Must be able to lift thirty-five pounds (35) pounds on an individual basis, pushing two hundred (200) pound carts, or collectively helping team members move larger loads than the weight limits listed above. Schedule of days/hours will vary and candidates must be flexible with scheduling. Must be able to work on your feet for extended periods of time. Previous hotel housekeeping experience required.

Restaurant Server 1 PT and 1 FT (AM-PM Flexible)
Qualified candidates must have excellent customer service, sales, and food service skills. Requires standing and walking throughout the shift. Must be able to lift up to 35 pounds, reaching and bending also required. Must be available to work all shifts. Previous restaurant server experience required.

Front Desk Agent 1 FT (AM-PM Flexible)
The Front Desk Agent is responsible to check guests in and out of the hotel. Other duties include providing exceptional customer service. Candidate must have Hotel Front Desk experience. Must have excellent telephone and computer skills. Must be able to work all shifts.

Restaurant/Banquet Manager 1 Full-Time (PM-Flexible)
Restaurant/Banquet Manager will be responsible to assist the Director of Food and Beverage in the management and leadership of all aspects of Room Service, Lobby Bar, Banquets and Restaurant and any special events that benefit these outlets in accordance with Hotel standards. Directs implements and maintains a service and management philosophy. Previous restaurant manager experience is required. Must be able to work all shifts.

Housekeeping Supervisor 1 Full-Time (Flexible)
Participates in directing and controlling the operations of the Housekeeping Department and coordinating the cleaning of guest rooms and public areas as efficiently as possible at the lowest possible cost keeping the highest standards of cleanliness as specified by the Ellis Hotel standards. Provides supervisory guidance, reinforces training and initiates disciplinary action when needed. Makes suggestions and recommendation for all matters pertaining to associates such as hiring, firing, change of employment status, etc. Previous Housekeeping Supervisor experience is required. Must be able to work all shifts.

The Ellis Hotel is an Equal Opportunity Employer committed to diversity and inclusion. We encourage qualified individuals from all backgrounds to seek employment with us.

All Positions require weekend and holiday hours***

We accept applications at the Front Desk or please email your resume to akim@ellishotel.com. If you are currently an employee at the Ellis Hotel, please see your Department Manager.

***$100 REFERAL FEE FOR THESE POSITIONS
($50 after 90 days and $50 after 180 days of employment)***