OPEN POSITIONS LIST
April 10, 2018

**Associate Services**

**Director of Human Resources I 1 FT Position**

Provide counsel to the GM in all areas of Omni policy, culture and leadership. Implement and manage department program. Recommend new programs based on need. Conduct investigations and senior leadership in making employment status decisions. Provide guidance and advice to department heads and leaders at all levels of the hotel on how to enhance their performance. Our leadership team upholds Omni culture and complies with the law. Director of Human Resources is responsible for developing and maintaining an active “Succession Plan” for all departments of the leadership team. This plan is developed and maintained according to standards. Ensure on-boarding of new associates is implemented according to Omni standards. Ensure employee terminations are implemented according to Omni standards. Maintain complete and accurate legal compliance. Ensure that team is up-to-date with evolving legislation and compliance. Maintain all Associate Service Center Standard Operating Procedures. Ensure the Associate Services complies with Internal Audit requirements. Ensure the department meets the standards of the HR Assessment. Implement the Hotel’s associate feedback programs. Implement the Associate Engagement survey and assist the hotel in creating substantial action plans that move the hotel forward. Ensure all Omni Training Programs are implemented successfully. Ensure the hotel complies with all training required by law (ex: TIPS, Food Handler, Sexual Harassment). Ensure all associates are maintained in a neat and organized manner. Plan and execute fun and exciting first and quarterly associate events. Implement Omni’s recognition programs. Ensure the Omni Service Champion culture is celebrated and implemented by all associates. Implement programs ensuring accurate market data to drive compensation programs. Implement the performance appraisal and salary increase programs according to Omni standards. Ensure all Omni Associates have a thorough understanding of the property. Ensures that our associates know how to function to include job fair in and out of the community, colleges, universities, etc. Utilize monthly forecasting tool to ensure all departmental manpower needs are met. Consistently works to develop a better understanding of the property. Reflects and adapts to varying situations based on adherence to Omni culture and Standard Operating Procedures. Develop a consistent and lively associate communication network within the hotel. Relays direct communications to associate (department, division, hotel) communication boards, posters and flyers.

**Human Resource Manager I 1 FT Position**

Must be flexible with schedule to include some weekends and must be proficient using Microsoft Office Products. Must have outstanding verbal and written communication skills, and the ability to coach, counsel, advise, mentor and motivate associates and managers at all levels. The Human Resource Manager represents the management on the successful execution of the HR Department. In addition, the HR Manager is responsible for the ongoing productivity of the HR Office and acts as the Director should absence occur. Monitor Unemployment Insurance claims. Actively work to reduce unemployment claims. Analyze trends and take action to reduce future claims. Maintain 100% win rate on all contested claims. Manage Exit Interview process. All exiting associates must participate in an Exit Interview process. Responsible for final disposition of all terminated associate files. Duties will also include Training for hotel staff. Provide mentorship and coaching and counseling as deemed necessary.

**Banquets**

**Banquet Set-Up Manager I 1 FT Position**

Represents management at functions. Determines set-ups in conjunction with Director of Catering. Coordinates functions with service staff, Chef and Head Steward. Sees that guest satisfaction is achieved through effective supervision and delegation of functions, checks on food quality and proper presentation of food. Banquet coordinator trains service staff in skills, knowledge and techniques. Inspects function rooms and works food orders for the Engineering Department to maintain rooms in excellent condition. Consious of business fluctuations, reacts either increasing of decreasing of when volume at business. Maintains proficiency in his department through effective management techniques keeping in mind at all times guest satisfaction. Kept updated in new food and wine trends. Sets the pace and the good example for a successful operation. Ensures all concerns are seen to and deal with water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

**Banquet Set-Up Supervisor I 1 FT Position**

To assist with overall supervision of banquet houseman. Set up, stock, and maintain meeting rooms. Refresh meeting rooms during meals and coffee breaks. Complete final breakdown of meeting rooms upon receipt of return of all equipment. Follow instructions to follow instructions on the Banquet Event Order. Assist other departments when needed to ensure optimum service to guests. The ideal candidate will have experience in a hotel, organizing and setting up meeting rooms for special functions. Ability to lift, push and pull up to 50lbs and have a great team work attitude. Must be able to work flexible shifts, including evenings/ nights, weekends and holidays. Promptness in attendance is a must. Banquet set-up experience preferred; must have organizational skills; able to work well with others.

**OC Banquet Server I 5 OC Pending**

Perform all Banquet side work as designated by the Banquet Captain. Efficiently and effectively perform all service standards. Attend all mandatory meetings and trainings. Ensure all needs of the guests during functions and function related duties. Report to Banquet Manager any need for housekeeping and/or repairs of and banquet equipment. Assist in the upkeep and 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.

**Banquet Server I 2 FT Position**

Perform all Banquet side work as designated by the Banquet Captain. Efficiently and perform properly all service standards. Attend all mandatory meetings and trainings. Assist in the upkeep and 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.

**Banquet Captain I 1 FT Position**

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 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. Previous customer service experience required; hotel & banquet experience is preferred. Ability to clearly and pleasantly communicate both verbally and in writing with English with guests, management and co-workers, both in person and by radio. Ability to work cohesively with co-workers both within and outside of your department. Ability to think clearly, quickly and make concise decisions. Must be able to lift and carry objects weighing up to 50 lbs without assistance. Must be able to work flexible shifts including nights, weekends, and holidays.

**Convention Services**

**Administrative Assistant I 1 FT Position**

To answer all phone calls and process all service orders. Attend meetings, including letters, memos, e-mails and other department reports as instructed. Provide office with overall organization by maintaining up to date files, preparing and implementing proper labeling, preparing accurate messages, etc. Assist with coordinating logistics and gathering information for registration and groups to include transportation, amenities, banquet event orders, schedule of events, etc. Complete and distribute detailed site alerts that are timely and thorough. Serve as a liaison between Convention Service Functions and the engineering department.

**Floor Coordinator I 2 PT Positions**

To serve the liaison with Catering/Convention Service Managers and all operational departments with on-site meeting contact. This position will work with independent groups to include menu planning and addressing special needs or requests for in house groups.

**Culinary**

**AM/PM Supervisor Supervisor I 1 FT Pending**

Coordination of all banquet hot and cold foods. Banquet Chef must work along with Executive Sous Chef to ensure quality meets specs and guarantees. Banquet Chef will ensure quality of banquet hot and cold foods, starch and vegetables are of highest quality available to him. Attend daily BEO meetings to ensure guarantees and food products are correct. Must communicate all guarantees and changes to Chef and Garde Manger and Bakeshop. Works one on one with the GM and for one week to insure necessary equipment is in house. Banquet Chef is also responsible for taste control, payroll and menu planning along with Executive Chef.

** Sous Chef I 1 FT Position**

Coordinate all of banquet hot and cold foods. Banquet Chef must work along with Executive Sous Chef to ensure quality meets specs and guarantees. Banquet Chef will ensure quality of banquet hot and cold foods, starch and vegetables are of highest quality available to him. Attend daily BEO meetings to ensure guarantees and food products are correct. Must communicate all guarantees and changes to Chef and Garde Manger and Bakeshop. Works one on one with the GM and for one week to insure necessary equipment is in house. Banquet Chef is also responsible for taste control, payroll and menu planning along with Executive Chef. Coordination of all banquet hot and cold foods. Banquet Chef must work along with Executive Sous Chef to ensure quality meets specs and guarantees. Banquet Chef will ensure quality of banquet hot and cold foods, starch and vegetables are of highest quality available to him. Attend daily BEO meetings to ensure guarantees and food products are correct. Must communicate all guarantees and changes to Chef and Garde Manger and Bakeshop. Works one on one with the GM and for one week to insure necessary equipment is in house. Banquet Chef is also responsible for taste control, payroll and menu planning along with Executive Chef.

**Engineering**

**Overnight Shift Engineer I 2 FT Positions**

Maintains property and public space. Receive direction for house calls via radio and work orders. Assist with equipment preventive maintenance programs. Assist engineers and mechanics with repairs. Assist with training new associates. Clean all work areas after работы. Report any maintenance issues to maintenance personnel in a timely manner. Ensure that equipment functions properly. Maintain a clean and organized work environment. Complete any special projects assigned. Assist with documentation and record keeping, and ensure that all equipment is maintained to specification. Assist in creating and maintaining a safe work environment. Assist in the upkeep and organization of all liquor liability laws. Must be familiar with and adhere to all liquor liability laws. Must be able to lift, push and pull up to 100lbs without assistance. Must be able to work flexible shifts including nights, weekends, and holidays.

**Water Manager I 1 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.

**Catering**

**Server I 2 FT Position**

Must possess exceptional customer service skills and a positive attitude to provide outstanding service. Must be knowledgeable of all area restaurants and food service facilities. Must be able to lift, push and pull up to 100lbs without assistance. Must be able to work flexible shifts including nights, weekends, and holidays.
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Housekeeping Manager 1 FT Position
Provides courteous, personalized, attentive, sincere, consistent Guest Service by responding promptly and efficiently to inquiries, request & Complaints using Guest Service Skills. Exhibiting hospitality strives for excellence, in service and cleanliness. Maintains close coordination, communication, and interaction with the Front Office and Housekeeping Department to ensure that all of the following departmental functions and concerns: maintain and be thoroughly knowledgeable of all Front Office, Guest Services and Housekeeping programs. To appropriately protect confidential information of all guests, to include corporate beverage mandates and special event information. Resolves all complaints to the guests' satisfaction. 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 ordering rings into Micros, and delivering orders to the tables. Continually check back with guests. Keep all supplies stocked. Clean, clear and reset service area. Properly clear and reset service area. Handled all complaints to the guests' satisfaction. Complete all duties as assigned by manager. Assist bartender when needed. Ensure tables are set properly. Aid guests in locating other areas of the hotel (walk them to destination if possible). Assist guests in locating other areas of the hotel (walk them to destination if possible). Complete all duties as assigned by manager. Assist bartender when needed. Ensure tables are set properly. Aid guests in locating other areas of the hotel (walk them to destination if possible). Assist guests in locating other areas of the hotel (walk them to destination if possible). Complete all duties as assigned by manager. Assist bartender when needed. 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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. Direct 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 documentaries along with the Storeroom Manager or Assistant. Responsible for adhering to hotel policies and procedures. Responsible for adhering to all liquor liability laws. Must assist/conduct all designated staff/pre-function 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.

**Room Service**

**In Room Dining Manager 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, well groomed Room Service waiters and waitresses. Tray and table ret Wells 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 work at beginning of shift, as well as side work 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 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 accompany daily orders to keep liquor pars stable. Maintain control of both payroll and food expenditures.

**IRD Captain/Supervisor 1 FT Position**

Responsible for controlling all aspects in the execution of banquet function. Effectively supervise the Banquet staff during all food and beverage service. Coordinating every aspect of the Banquet staff during all food and beverage service. Assist the Banquet Manager in the complete operation of the Banquet Department. Responsible for adhering to hotel policies and procedures. Responsible for adhering to all liquor liability laws. Must assist/conduct all designated staff/pre-function 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. Must be willing to adapt to different climate changes in the restaurant, lounge and kitchen areas, with exposure to extreme temperatures. This position will

**PM Cashier 1 FT Pending**

Responsible to answer the phone within three rings. Take orders for guests. Must follow prepared scenario to encourage upselling. Give 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. Knowledge of dishwasher and floor 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 dishwasher procedures & safety.

**Revenue**

**Group Rooms Coordinator 2 FT Positions**

Ensure that all Group bookings are handled and processed efficiently and correctly, through consistent interactions with the Sales & Convention Services Departments. To assist the Reservations Manager and Director of Revenue Management in managing the department’s day to day activities, when asked. Review report blocks for cut off date extensions, and ensuring the group blocks are created and monitored correctly prior, during, and post the groups dates. Attend weekly group pick-up meetings. Run group arrivals list daily for future arrival dates, and no-show reports daily. Check for duplicate reservations — by calling all multiple same name reservations to ensure accuracy of guest names, and any special requests. Check for group reservation errors — and contact caller of the reservation or group contact accordingly to obtain and verify information. Report to the Reservations Manager and the Director of Revenue Management. Work with the Convention Service Manager and Group Clients with group rooming lists, reservation changes, and group billing — according to contract and email history. Complete Group Commission Report, after group’s departure.

**Stewarding**

**Steward (PM) 1 4 FT Pending**

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 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 dishwasher procedures & safety.