**Open Positions List**

April 16, 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. Coordinate and implement the Hotel’s HR 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 in their positions. As a representative of the Human Resources organization, 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 hotel. Ensures all Omni Program are documented 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 legal compliance at all times. 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, etc.). These programs are part of a & organized manner. Plan and execute exciting, fun and interesting associate events at least quarterly. Implement Omni’s recognition programs. Ensure the Omni Service Champion culture is continued, implemented and sustained. Implement and sustain programs ensuring accurate market data to drive compensation programs. Implement the performance appraisal and salary increase programs according to Omni standards. Ensure all associate feedback is communicated, resulting in an action plan to include job fair in and around the community, colleges, universities, etc. Utilize monthly forecasting tool to ensure all departmental manpower needs are met. Consistently works to define Omni Hotel culture and compliance on the property. Reflects and adapts to varying situations based on adherence to Omni culture and Standard Operating Procedures. Develop a consistent and lively associate communications network within the hotel. Utilizes personal relations (and otherwise), department 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 is responsible for ensuring that the vision of the hotel is realized. 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 works to minimize claim defense collection and hearing compliance. 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. Human Resources Coordinator I 1 FT Position

Provides comfortable and hospitable reception to all associates upon entrance to the ASC Office. Makes appointments and keeps appointment registration for the Director of Human Resources. Monitors and answers phones and phone inquiries. Monitor & maintain Associate Programs to include: birthday cards & listing flower & gift certificate distribution, Cafeteria Holiday Decoration Program, Monthly Birthday Cake BEO preparation, Holiday Order card distribution. Participates in planning & execution of associate events planned by the Director of Human Resources. Provides administrative & technical support for the Director of Human Resources. Responsible for special projects as directed by the Director of Human Resources. Maintain Benefit file condition to contain all associates and their dependents’ data. Attends all Omni training programs, Human Resource Management, and Ulitro completion. Responsible for the process of terminations, exit interviews, and separation documents as required by the State of Virginia. Assists in updating Associate file. Enforces Company’s Hotel Standard operating procedures. Exit interviews must be conducted on all terminations of employment. Develop and maintain thorough knowledge of the Ulitro system. Aid in the production of a quarterly update to the HR Database. Manage & maintain the database; the database should contain seasonal health information, updates in insurance or other benefit programs, etc and should be designed to both entertain and educate the associate body. Participate as needed in the Omni interviewing process and, in conjunction with the Hiring Manager, ensure that the hotel’s standards are being followed. Provide administrative & technical support for the Human Resource Manager. Participate in the paper work process of associate terminations. Perform HR duties related to onboarding. In conjunction with Training Manager to ensure proper public training of training materials, handouts, work books, etc for all classes. Coordinate class registration for training classes as directed by Train Manager. Provide support to Train Manager Ensure classroom book, BEO, preparation, AV or any special needs requested by Training Manager. Ensure work area is clean and clear of obstacles to the job. Banquet 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 courteous performance of entire banquet staff. Food costs conscious, coordinates with the Stewarding Department on fast recovery of food leftover and management of transfers. Ensures all Omni hosted events are properly served. Establish management in the department through effective management techniques keeping in mind at all times guest satisfaction. Keeps updated in new food and wine trends. Sets the pace and the good example for a successful quality operation. Ensure work area is clean and clear and of standing 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

The Banquet Supervisor is responsible for the set-up and clear-up of the Banquet us. 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. 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. 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 with minimal supervision. OC Banquet Server I 5 OC Pending

Perform all Banquet side work as designated by the Banquet Captain. Efficiently and properly perform all service standards. Attend to 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-meeting and function related meetings. Ensure work area is clean and clear and of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively. Banquet Server I 1 FT Position

Perform all Banquet side work as designated by the Banquet Captain. Efficiently and properly perform all service standards. Attend to 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-meeting and function related meetings. Ensure work area is clean and clear and of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively. Banquet House person I 1 FT Position

To ensure the function room is set according to guest expectation and needs. Maintain daily cleanliness of halls, hallways, break areas and dressers. House and maintain all linen, clean all associated with banquet sets 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 guests, management and co-workers. Must be able 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 move inventory objects weighing up to 500 lbs. Must be able to push, pull, and place objects weighing up to 100lbs without assistance. Must be able to work flexible shifts including nights, weekends, and holidays.

**Convention Services**

Administrative Assistant I 1 FT Position

To perform customer satisfaction through proper etiquette, politeness, professionalism, and efficient service. Answer phones within three rings and in a manner that corresponds with the company’s set forth by Omni Hotels. Type correspondence 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, and distribution information for site visits and groups to include transportation, amenities, banquet event orders, schedule of events, etc. Complete and distribute detailed site alerts that are time-sensitive and of high importance. Coordinate and maintain the Banquet Floor Coordinators, Managers and other hotel departments.

Floor Coordinator I 2 PT Positions

To serve as the liaison with Catering/Convention Service Managers and all operational departments with onsite meeting contact. This position is highly visible and the central point for handling 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 meeting specs and guarantees. Banquet Chef will ensure quality of banquet hot foods, main entree, starch and vegetables are of highest quality available to him. Attends daily BEO meetings to ensure guarantees and food products are correct. Must communicate all guarantees and food changes to Chef and Garde Manger and Bakeshop. Works one to two days ahead of his operation to ensure product delivery is on time and to insure his banquets covering has what they need to operate. Responsible for overall banquet food operation to ensure quality and quantity. Chef should have a good working relation with Banquet Managers and Captains and should be in direct communication constantly to insure counts are proper. Assists in the lowering of food cost and waste. Responsible for the return of food. Communicates with the Executive Stead on all banquet equipment needed to perform a banquet. This should be done on a weekly basis and any equipment to be insured. Banquet equipment is in house. Banquet Chef is also responsible for cost control, payroll and menu planning along with Executive Chef. Coordination with Executive Sous Chef, Night Chef, Pastry Chef and Garde Manger. Works effectively with all associates. Menu development. 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. Banquetess Gil I 1 PT

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 foods, main entree, starch and vegetables are of highest quality available to him. Attends daily BEO meetings to ensure guarantees and food products are correct. Must communicate all guarantees and food changes to Chef and Garde Manger and Bakeshop. Works one to two days ahead of his operation to ensure product delivery is on time and to insure his banquets covering has what they need to operate. Responsible for overall banquet food operation to ensure quality and quantity. Chef should have a good working relation with Banquet Managers and Captains and should be in direct communication constantly to insure counts are proper. Assists in the lowering of food cost and waste. Responsible for the return of food. Communicates with the Executive Stead on all banquet equipment needed to perform a banquet. This should be done on a weekly basis and any equipment to be insured. Banquet equipment is in house. Banquet Chef is also responsible for cost control, payroll and menu planning along with Executive Chef.

Sous Chef I 1 PT

Familiar with local food codes and directs proper sanitation of all kitchen facilities and equipment. Must be able to Clearly and pleasantly communicate both verbally and in writing with guests, management and co-workers. Must be able 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 move inventory objects weighing up to 500 lbs. Must be able to push, pull, and place objects weighing up to 100lbs without assistance. Must be able to work flexible shifts including nights, weekends, and holidays.

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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-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. Be familiar with the Front Desk, Guest Services and the Front Office SOP’s. To be thoroughly acquainted with ideal Services Operator duties. Be familiar with the Phone and Alarm System in the Ideal Services Operator area. Be familiar with guest scenarios and follow-up on all guest requests and concerns, effectively adhering to the service recovery process. To be thoroughly knowledgeable of all Front Office, Guest Services and lobby guest scenarios. To be thoroughly knowledgeable of all Front Office, Guest Services and lobby guest scenarios. To be thoroughly knowledgeable of all Front Office, Guest Services and lobby guest scenarios. To be thoroughly knowledgeable of all Front Office, Guest Services and lobby guest scenarios. To be thoroughly knowledgeable of all Front Office, Guest Services and lobby guest scenarios. To be thoroughly knowledgeable of all Front Office, Guest Services and lobby guest scenarios. To be thoroughly knowledgeable of all Front Office, Guest Services and lobby guest scenarios. To be thoroughly knowledgeable of all Front Office, Guest Services and lobby guest scenarios.
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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 documentaries 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 must be delivered by properly uniformed, well groomed Room Service waiters and waitresses. Tray and tray 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 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 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 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.

AM Server I 1 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 pick-up tables and 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.

IRD Captain/Supervisor I 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 be kept.

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. 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.

AM/ PM Busser/Overnight 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. Perform proper 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.

Revenue

Group Rooms Coordinator I 1 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 group blocks for cut off date extensions, and ensuring the group blocks are created and monitored correctly prior, during, and post the group dates. Attend weekly group pick-up meetings. Run group arrivals lists 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) I 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 water setup, 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 dumpster procedures & safety.

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