Associate Services
Director of Human Resources I FT Position
Provide counsel to the GM in all areas of Omni policy, culture and leadership development. Implement and maintain HR Programs. Recommend new programs based on need. Conduct investigations and provide assistance in the resolution of employee complaints and determine appropriate action. Assist, counsel, advise, mentor and motivate associates and management. The Human Resources team upholds Omni culture and complies with the laws of the State of Georgia. Assures compliance with state law and Omni Hotel/property requirements. Ensure the department meets the standards of the HR Assessment. Implement the fast track programs. Handling of account(s) through settlement and guest satisfaction. Daily accountability for work orders. Ensure that all objectives and goals are met. Manage the hr department. Implement Omni’s necessary functions and procedures. Must be able to attend to many weekends and must be proficient using Microsoft Office. Must be able to work flexible shifts including nights, weekends, and holidays.

Open Positions
May 14, 2018

Accounts Receivable Coordinator I FT Position
To provide the appropriate billings and back up data of the Omni’s services. Make appointments and keep the guest’s information updated in the computer. Handle all accounts receivable transfer via computer to corporate accounting. To provide the appropriate billings and back up data of the Hotel’s affairs. Handle all accounts receivable transfer via computer to corporate accounting.

Banquet Set-Up Manager I FT Position
Represents management at functions. Determines set-ups in conjunction with Catering, Banquet, and accounting functions. Assists in the lowering of food cost and waste. Responsible for the process of terminations, other benefit programs, etc and should be designed to both maintain legal compliance at all times. Ensure that is team 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 fast track programs. Handling of account(s) through settlement and guest satisfaction. Daily accountability for work orders. Ensure that all objectives and goals are met. Manage the hr department. Implement Omni’s necessary functions and procedures. Must be able to attend to many weekends and must be proficient using Microsoft Office. Must be able to work flexible shifts including nights, weekends, and holidays.

Convention Services
Administrative Assistant I FT Position
To provide total customer satisfaction through proper etiquette, politeness, professionalism, and efficient service. Answer phones, schedule and book appointments, follow up on accounts, type correspondence and distribute detailed statements. Must be able to attend to many weekends and must be proficient using Microsoft Office. Must be able to work flexible shifts including nights, weekends, and holidays.

Culinary
AM/PM Supervisor Supervisor I FT Position
Coordinate all banquets and other events. Banquet Chef must work along with Executive Sous Chef 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. Attend all designated pre-event meetings, confirm 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 on his days off anyone 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 regarding to insure cooking are correct. Assist in the lowering of food cost and waste. Responsible for the return of food. Communicates with the Executive Steward on all issues related to the operation of the banquet department. Takes over the position will set up, breakdown, and clean all space associated with banquets and conventions. Participate in handling of all complaints and guest issues. Present a professional, friendly attitude and excellent phone skills at all times. Develop and maintain thorough knowledge of the Omni system. Aid in the production of a quality product and create a sense of community. Work effectively as a team player. The Director of Human Resources is responsible for developing and maintaining an active "Succession Plan" for all departments of the hotel. Implementing and maintaining all programs are the responsibility of the Director of Human Resources. The Director of Human Resources will be responsible for the overall direction and coordination of all Human Resource programs. The Director of Human Resources will ensure that all programs are developed, implemented, and administered in compliance with federal, state, and local laws and regulations. The Director of Human Resources will be responsible for the overall direction and coordination of all Human Resource programs. The Director of Human Resources will ensure that all programs are developed, implemented, and administered in compliance with federal, state, and local laws and regulations. The Director of Human Resources will be responsible for the overall direction and coordination of all Human Resource programs. The Director of Human Resources will ensure that all programs are developed, implemented, and administered in compliance with federal, state, and local laws and regulations.
PoolView Café Attendant 1 FT Position
Control quality and consistency of all food served. Ensure station is set for service 15 minutes prior to opening. Ensure supplies necessary for service are in appropriate supply on a timely basis. Assist in controlling food cost. Required to learn all menu items produced by assigned station. Refrigeration and servicing of cold foods are performed. Ensure all trays, china, glass and silverware are clean and in place. To use protective gloves at all times when serving food. To serve our guests professionally and with a smile. To clean all restaurant tables outgoing over the day. To restock all table condiments and napkins as needed. To maintain the beverage station with all product, glasses, ice and all condiments. To brew fresh coffee every hour, and ensure that milk and tea dispensers are full and sanitary. Post daily menus in a clear, Creative and professional manner.

Engineering
Overnight Shift Engineer 1 FT Positions
Maintain guestrooms and public space. Receive direction for house cleaning and maintenance for specific areas of the property. Assist in active maintenance programs. Assist engineers and mechanics with repairs. Assist with training new associates. Clean all work areas after completing a job. Maintain general maintenance inventories. Fill out Daily Work form. Have a thorough understanding of Omni fire alarm procedures and other emergencies. Perform daily shift engineer checklist. Reasonable requests of management as directed. Have a thorough understanding of Omni Hotel rules and regulations. Knowledge of the Lockout/Tagout, HAZCOM and Blood borne Pathogens Program. 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.

Painter I 1 FT Positions
Maintain, paint, wallpaper, sheetrock, etc. all public areas and guest rooms on an on-going basis. Maintain public space PM Program and inspect the condition of all work areas after completing a job. Fill out Daily Work form. Have a thorough understanding of Omni fire alarm procedures and other emergencies. Have a thorough understanding of Omni Hotel rules and regulations. Work with latex, oil and epoxy paints. Maintain paint shop 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. Maintain all safety and proper property & install vinyl. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogens Program. 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 1 FT Position
Performs preventive maintenance of guestrooms, following preventive maintenance guidelines for CARE or PRP program. Replacing light bulbs, thermostats, and hardware. Maintenance of furniture, sliding glass doors, plumbing, locks, lights. Painting, grouting, caulking and tile replacement. Maintaining carpeting, telephones, electrical devices, and drapes. Programming telephones, electronic locks. Cleaning coils and installing algae tabs. Maintain guest room inventory. Have a thorough understanding of Omni fire alarm procedures and other emergencies. Have a thorough understanding of Omni Hotel rules and regulations. Assist other Engineering staff as needed. Maintain daily paperwork and logs. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogens Program. 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.

Guest Services
Concierge 1 FT Positions
Concierge is the focal point of communication of airline tickets etc. be fully acquainted with the different points of interest. Assist in arranging for restaurant Reservations and limousines as required by our guests. Ensure the delivery of parcels, mail, special deliveries, etc. to the appropriate guest. Ensure that the public areas (lobby) is maintained, clean and tidy by partnering with Housekeeping Department. Accept other special duties as required by management. Interact with other departments to ensure that guests needs are satisfied. Follow-up with guests once hotel departments to see that problems are resolved. Speak with guests in a friendly, warm manner making them feel important and valuable. Be knowledgeable of your station and how to improve the hotel experience for our guests. Handling of special requests i.e. flowers, telegrams, telexes, rental cars, forwarding luggage, private planes, etc. Arranging for the guest public transportation. Providing information and directions to quality shopping areas. 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.

Overnight Bellman 1 FT Position
Complete training of Bellmen and Doormen as directed by the Director of Guest Services. Oversees and keeps on order the storage of luggage for guests. Ensures compliance with Bellstand, storage room and the remainder of the Motor Lobby. Oversees the Maintenance of all the Bell Carts. Maintains an orderly shift log of all Bellstand activities including check-in, check-out, deliveries, 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. Supervises and directs staff 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, and ensure that cleanliness is up to guest standards. Provide guest information and special requests for guests. Assist in managing 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 important and valuable. Provide excellent customer service. Polish the Valet park lot. 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.

Doorman 1 FT Position
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. To be readily available in entrance lobbies, elevators and stairwells to assist and direct guests, and to provide customer service in a friendly, warm manner. Ensure that 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 1 FT Positions
Performs all room service duties. Ensures that all room service carts are full and sanitary. Empties GRAs linens on an hourly basis or as needed. Empties GRAs garbage on an hourly basis or as needed. Ensures that all linens and services are delivered to the guest room floors or Food & Beverage areas. Ensure that all 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 PM 1 FT 1 FT Positions
Ensure that assigned linen room cloakrooms are stocked at par. Empties GRAs linens on an hourly basis or as needed. Empties GRAs garbage on an hourly basis or as needed. Ensures the cleanliness of the lobby. Keeps the area clean and safe. Empties removes from the guest floors. Removes trash from the guest floors. Removes debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Housekeeper 1 FT Positions
Ensures that assigned linen room cloakrooms are stocked at par. Empties GRAs linens on an hourly basis or as needed. Empties GRAs garbage on an hourly basis or as needed. Ensures the cleanliness of the lobby. Keeps the area clean and safe. Empties removes from the guest floors. Removes trash from the guest floors. Removes debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Guest Room Attendant 1 FT Positions
Initially clean guest rooms including: making beds, cleaning bathrooms, vacuuming, and dusting. Restock and replace used towels, linens. Maintain public space PM Program. 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. 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.

Lobby Attendant AM 1 FT Position
Ensures that assigned linen room cloakrooms are stocked at par. Empties GRAs linens on an hourly basis or as needed. Empties GRAs garbage on an hourly basis or as needed. Ensures the cleanliness of the lobby. Keeps the area clean and safe. Empties removes from the guest floors. Removes trash from the guest floors. Removes debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Tourdown 1 FT Positions
Responds to all guest requests appropriately. Always greet our guests with a smile, call them by name. Be familiar with all hotel rate plans and regulations as instructed by OSH. Always follow hotel policies and procedures. Be familiar with all hotel rate plans and regulations as instructed by OSH. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendly, professional, and responsive to guest requests. Be knowledgeable of all special requests for guests. Be knowledgeable of all special requests for guests. Always follow hotel policies and procedures. Be friendl...
Beverage Manager I 1 FT Position

Responsible for the supervision and coordination of assigned shift, related associates, and equipment required for the effective and timely completion of all facets of the beverage department. Responsible for adhering to hotel policies and procedures. Performs duties as assigned by the Assistant Director of Food & Beverage. Performs all duties as assigned by the Director of Food & Beverage. Maintains a good relationship with all departments within the hotel and ensures that efficient service is available at all times. Reports all observed hotel property deficiencies and safety hazards. Ensures that a thorough and complete investigation and report is made on incidents, (e.g., losses, thefts, and accidents and acts of violence) incurred by guests and associates. Ensures that all phases of the key control program are maintained and that all keys are accounted for. Reports all violations thoroughly and reported to the Director/Assistant Director of Security. Ensures that all Security equipment (i.e., uniforms, walkie-talkies, cameras, etc.) is kept clean and in good working condition. Monitors all traffic in the lobby area, restaurant, restrooms, garage area, room service area, meeting spaces and guest corridors to control non-guest access. Reports all associates using unauthorized Hotel key passes with reporting for work or leaving for the day to the Director of Security.

Loss Prevention Officer I 12 FT Positions

Performs Security rounds of the hotel, to include of front of house and heart of house areas. Plans all locations requiring special attention as frequently as required. Performs lock audits as assigned by the ISD officer and management. Reports in writing on all activities during each shift before leaving the hotel, with oral reports and emergency notifications delivered as directed by the established Security procedures. Performs duties as assigned by the ISD officer, Director of Food & Beverage, Assistant Director and Director of Loss Prevention. Creates and maintains the highest standards of Security at all times, begin professional in attitude, appearance, and application. Monitors the security of all properties received with both guest and hotel copies of packaging passes for all parcels taken from hotel. Confiscates all unauthorized parcels etc., and notifies the Loss Prevention Supervisor immediately. Protects hotel from admission of non-guest and others not conducting legitimate business within the premises.

Loss Prevention Supervisor I 13 FT Positions

Ensures that all Loss Prevention personnel functions are being properly completed by the Loss Prevention Department. Ensures that all emergency/accident reports are submitted. Reviews all reports completed by Security officers to ensure accuracy and timeliness submission. Maintains a good relationship with all departments within the hotel and ensures that efficient service is available at all times. Reports all observed hotel property deficiencies and safety hazards. Ensures that a thorough and complete investigation and report is made on incidents, (e.g., losses, thefts, and accidents and acts of violence) incurred by guests and associates. Ensures that all phases of the key control program are maintained and that all keys are accounted for. Reports all violations thoroughly and reported to the Director/Assistant Director of Security. Ensures that all Security equipment (i.e., uniforms, walkie-talkies, cameras, etc.) is kept clean and in good working condition. Monitors all traffic in the lobby area, restaurant, restrooms, garage area, room service area, meeting spaces and guest corridors to control non-guest access. Reports all associates using unauthorized Hotel key passes with reporting for work or leaving for the day to the Director of Security.

Overlap Loss Prevention Supervisor I 13 FT Positions

Ensures that all Loss Prevention personnel functions are being completed by the Loss Prevention Department. Ensures that shift personnel are properly assigned at all times. Reviews all reports completed by Security officers to ensure accuracy and timeliness submission. Maintains a good relationship with all departments within the hotel and ensures that efficient service is available at all times. Reports all observed hotel property deficiencies and safety hazards. Ensures that a thorough and complete investigation and report is made on incidents, (e.g., losses, thefts, and accidents and acts of violence) incurred by guests and associates. Ensures that all phases of the key control program are maintained and that all keys are accounted for. Reports all violations thoroughly and reported to the Director/Assistant Director of Security. Ensures that all Security equipment (i.e., uniforms, walkie-talkies, cameras, etc.) is kept clean and in good working condition. Monitors all traffic in the lobby area, restaurant, restrooms, garage area, room service area, meeting spaces and guest corridors to control non-guest access. Reports all associates using unauthorized Hotel key passes with reporting for work or leaving for the day to the Director of Security.

Procurement

Shipping & Receiving Clerk I 1 FT Positions

Check shipment by comparing it with Daily 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 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 shipper's and hotel copies of invoice. Place the hotel stamp on front of invoice and sign next to "Received By". If shipment is received with price, quality state, size, count, weight tolerance and acceptable expiration date). Fill out an error correction when necessary in 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 shipper's and hotel copies of invoice. Place the hotel stamp on front of invoice and sign next to "Received By". If shipment is received with

Storeroom Manager as necessary. Assists Storeroom Clerks in filling reservations and sanitation maintenance daily. Assist in conducting End Of Shift 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

Maintains current good food service for guests. Monitor all tray and table set up, be 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 prep 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 time for delivery, whether to begin helping in the set up of trays, calling for another outlet for additional help, or advising PM manager of problems. Complete other duties as assigned.

AM Server I 1 Position

Must possess a good 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. Serve guests in a manner that keeps 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 execution of banquet function. Responsible for adhering to hotel policies and procedures. Responsible for adhering to all 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 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 1 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 to a VIP amenity. Perform proper delivery procedures. Attend all designated staff meetings and training sessions. 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.

Revenue

Group Rooms Coordinator I 1 FT Positions

Ensure that all Group bookings are handled and processed efficiently and effectively. Must be effective in communicating and adhering to hotel policies and procedures. Responsible for adhering to all 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.
OPEN POSITIONS LIST
May 14, 2018

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 groups 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.

Sales

Express Sales Manager | 1 FT Position
Responsible for researching and successful solicitation of group business (35 -200 guest rooms) for the Omni Hotel at CNN Center. Once the group arrives, the salesperson maintains his relationship by efficient and courteous follow-through with each client, thereby increasing our opportunities to rebook this business at the hotel. To perform duties and maintain professional job posture at all times. Represents a high level of standards, and maintain the standards of the Omni Atlanta Hotel at CNN Center. 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/ADOS. 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/ADOS.

Stewarding

Steward (PM) | 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 dumpster procedures & safety.