Associate Services

Human Resource Manager I FT Position
Must be flexible with schedule to include some weekends and must be available to work unfixed hours. 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 Resources Manager is responsible for the successful operation 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. Must ensure that all HR procedures and processes work to reduce claim liability through detailed documentation and hearing compliance. Maintain 100% win rate on all contested claims. Manage Exit Interview process. All exiting associates must participate in an interview. Responsible for the hiring,

Account Receivable Coordinator I 1 PT Pending
To provide the appropriate billings and back up data of the Hotel’s functions booked by the Banquet and Sales Departments. Handling of account(s) through settlement and guest satisfaction. Daily account receivable balances are accurate. Must be proficient using all accounting systems and Services procedures.

Banquet House Person I FT Position
To ensure the function room is set according to guest expectation and banquet orders. Ensure that all food, coffee, and all other related supplies are in place 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. Check the room for any setups, clear all bars, and organize the area. Follow all 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, both in person and by radio.

Conventional Services

Administrative Assistant I FT Position
To provide total customer satisfaction through proper etiquette, politeness, professionalism, and efficient service. Answer phones within three rings and in a manner that corresponds with the phones scenarios 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 office filing systems and performing word processing, typing, preparing accurate messages, etc. Assist with coordinating logistics and distributing information for site visits and groups to include transportation, amenities, banquet event orders, schedule of events, completed applications, and registration forms. Must be able to work cohesively with co-workers both within and outside of your department. Ability to handle stress and make key decisions. Must be able to lift and carry objects weighing up to 50 lbs. Must be able to push, pull, and place objects weighing up to 100lbs without assistance. Must be able to work flexible shifts and during weekends, holidays.

Culinary

Executive Sous Chef I FT Position
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 and cold foods are of high 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 plans to ensure product delivery is on time and to insure on his own 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 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 Steward on all banquet services. Bakeshop will ensure all food products and equipment is done on Wednesday and for one week to insure necessary equipment is in house. Banquet Chef is also responsible for cost control, payroll and menu planning along with Executive Chef. Coordination with Executive Chef/Garde Manger. Night training classes with immediate 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 and efficiently.

Sous Chef I FT Position
Coordination of all banquet hot and cold foods. Sous 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 entrée, 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 plans to ensure product delivery is on time and to insure on his own days off anyone covering has what they need to operate. Responsible for overall banquet food operation to ensure quality and quantity. Sous 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 Steward on all banquet services. Bakeshop will ensure all food products and equipment is done on Wednesday and for one week to insure necessary equipment is in house. Banquet Chef is also responsible for cost control, payroll and menu planning along with Executive Chef.

Banquet Set-Up Supervisor I 1 FT Pending
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 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 departments when needed to ensure optimum service to guests.

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 repeated issues with food or beverages. Responsible for the 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 and efficiently.

Painter I FT Position
Maintain paint, wallpaper, sheetrock, etc. all public areas and guest rooms on an on-going basis. Maintain public space PM Program. Keep the hotel décor in good condition. Clean all work areas after completing job. Fill out Daily Work Form. Have a thorough understanding of all Omni fire alarm procedures and other emergencies. Have a thorough understanding of Omni Hotel rules and regulations. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogens Program. Reasonable request of management as directed. Ensure 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 I FT Position
Maintain (paint, wallpaper, sheetrock, etc.) all public areas and guest rooms on an on-going basis. Maintain public space PM Program. Keep the hotel décor in good condition. Clean all work areas after completing job. Fill out Daily Work Form. Have a thorough understanding of all Omni fire alarm procedures and other emergencies. Have a thorough understanding of Omni Hotel rules and regulations. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogens Program. Reasonable request of management as directed. Ensure 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.

Engineering

Manager Engineer I FT Position
Assures proper documentation of all preventive maintenance 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. Maintain proper coordination with Engineering Services regarding procurement of supplies and the issuance of purchase orders. Review work orders and assign work by priorities. Maintain up-to-date inventories of heat, light & power and repair and maintenance supplies. Assist the Director of Engineering in maintaining and reducing costs to reduce amount of calls. 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 Chief Engineer or Assistant Engineer. Manufacturing a thorough understanding of Omni’s fire alarm procedures and emergency evacuation. Have a thorough understanding of all mechanical / Electrical and plumbing equipment (kitchen, laundry, HVAC, boilers, and chillers) be able to understand the sequence of operation from service manuals and one line electrical diagrams. Must be familiar with Omni’s Systems and Services procedures. Hold required licenses for Refrigeration and recovery. Knowledgeable of all required OSHA Safety Programs. Familiar with Windows based computer programs. Knowledgeable in the area of Energy Management Systems. Complete understanding of Blue prints. Reasonable request of management as directed.

Open Positions

Banquet Set-Up Manager 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, check 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 minimizes waste. Briefs waiters on functions and procedure of service. Establishes high standards of quality service and maintains those through ongoing staff training and continuous upgrading. Maintains the equipment entrusted to his care and keeps using properly.

Banquet Manager I FT Position
Maintains records, reports, closing reports and payroll costs. Inspects function rooms and writes work orders for the Engineering Department to maintain rooms in excellent condition. Conscious of business fluctuations, reacts either increasing or decreasing when volume of business fluctuates up or down. Maximizes profits in his department through effective management techniques keeping in mind the overall quality standards and food and wine trends. Sets the pace and the good example for a successful quality operation. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely and efficiently.

Sous Chef I FT Position
Ensures that all kitchen equipment kitchen facilities and equipment. Ability to lift, push and pull up to 50lbs and a great team work attitude. Must be able to work flexible shifts, including evenings, weekends and holidays.

Painter I FT Position
Must be able to work flexible shifts, including evenings, weekends and holidays. Must have experience with all aspects of all painting related projects and regulations. 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 and efficiently.

Room Care I FT Position
Maintain (paint, wallpaper, sheetrock, etc.) all public areas and guest rooms on an on-going basis. Maintain public space PM Program. Keep the hotel décor in good condition. Clean all work areas after completing job. Fill out Daily Work Form. Have a thorough understanding of all Omni fire alarm procedures and other emergencies. Have a thorough understanding of Omni Hotel rules and regulations. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogens Program. Reasonable request of management as directed. Ensure 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 29, 2018

Performs preventive maintenance of guestrooms, following preventive maintenance guidelines for CARE or PPM programs. Responsible for light bulbs, towel racks, baseboards, moldings, view charts, sliding glass door, light fixture, floor lamp, furniture, sliding glass doors, plumbing, fixtures, locks. Painting, grouting, caulking and tile replacement. Maintains carpeting, electricity devices, and drapes. Programming locking and keying systems. Administers, locks security doors. Maintains guest room inventory. Have a thorough understanding of Omni fire alarm procedures and other emergencies. Have a thorough understanding of the proper location. Supervises Bellmen and Doormen to ensure a smooth and orderly work flow and maximum service to our guests. Responsible for handling all convention related duties to guest rooms, Garment room, Garment bags. Maintain an orderly log of fronts. 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.

Guest Services

Bell Captain I 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 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 Cars. 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 on storage of all packages to the Bell stand. Ensures that AM and PM staff are at the proper location. Supervises Bellmen and Doormen to ensure a smooth and orderly work flow and maximum service to our guests. Responsible for handling all convention-related duties to guest rooms, Garment room, Garment bags. Maintain an orderly log of fronts. 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.

Concierge I 1 FT Position
To arrange bookings, reserving confirmation 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 guest rooms. Ensure the maintenance of all Bellstand 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 guest 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 welcome to the hotel. To proactively work to seek out ways in which to improve the hotel experience for our guests. Handle any specialized guest requests. Assist with guest arrival, departures, cars, forwarding luggage, private planes, etc. Arranging interpreters, public stenographers, sight-seeing tours advising of 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 I 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 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 Cars. 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 on storage of all packages to the Bell stand. Ensures that AM and PM staff are at the proper location. Supervises Bellmen and Doormen to ensure a smooth and orderly work flow and maximum service to our guests. Responsible for handling all convention related duties to guest rooms, Garment room, Garment bags. Maintain an orderly log of fronts. 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.

Front Office

Front Desk Agent I 2 FT Positions
Coordinates all check-ins and check-outings of guests and providing services to these guests in a courteous, professional and engaging manner. To be thoroughly acquainted with all check-in and check-out procedures and policies. To be thoroughly acquainted with the AM and PM staff. To be a main liaison between the guest and the hotel. To appropriately protect confidential guest information and guest room key access according to 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 department. Be familiar with guest scenarios and follow-up on all guest requests and concerns, ensuring adherence to the service recovery process. To be thoroughly knowledgeable of all Front Office, Guest Services and Ideal Services Moments of Service scenarios, and execute to standard. Be familiar with all systems and equipments as related to the front office (Opera, ISD Firepanel, SALTO, Two-Way Radio Dispatch, ISD Firepanel). Be familiar with all hotel rate plans and rate codes, understanding rate strategy when making rate changes for guests.

Omnichannel Guest Agent I 1 FT Position
To ensure appropriate checking in and checking out of guests and providing services to these guests in a courteous, professional and engaging manner. To be thoroughly acquainted with all check-in and check-out procedures and policies. To be thoroughly acquainted with the AM and PM staff. To be a main liaison between the guest and the hotel. To appropriately protect confidential guest information and guest room key access according to 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 department. Be familiar with guest scenarios and follow-up on all guest requests and concerns, ensuring adherence to the service recovery process. To be thoroughly knowledgeable of all Front Office, Guest Services and Ideal Services Moments of Service scenarios, and execute to standard. Be familiar with all systems and equipments as related to the front office (Opera, ISD Firepanel, SALTO, Two-Way Radio Dispatch, ISD Firepanel). Be familiar with all hotel rate plans and rate codes, understanding rate strategy when making rate changes for guests.

PBX I 1 FT Position
Answer console. Direct phone calls to appropriate Personnel. Assist all guests and associates. Omni Prompt Response Help Line. Wake-up calls. 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

Housekeeping Supervisor AM & PM I 2 FT Positions
Inspects the cleaning and servicing of guestrooms. Monitor GRA’s assigned rooms to ensure DND signs are noted and standard issue. Assists in performing special assignments as directed by the Executive Housekeeper. Assists in the cleaning of guest rooms when necessary. Assists in processing AM and PM room status reports. Responds to any guest service problems or complaints as directed and GRA’s have appropriate supplies and linens. Ensures that the GRA’s linen cart is neat and well organized. Insures that linen closets on guest room floors are completely stocked. 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.

Housekeeping Supervisor AM & PM I 1 FT Position
Ensures that assigned linen room closets are stocked at par. Empties GRAs linens on an hourly basis or as needed. Empties GRAs garbage on an hourly basis or as needed. Keeps the chute rooms clean. Keeps the chute floors clean. Ensures that the AM and PM room status report is clean. Assists the AM in standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Guest Room Attendant I 5 FT Positions
Thoroughly understands sanitary procedures when making beds, cleaning bathrooms, vacuuming, and dusting. Restock and replace used items within guest rooms. Communicate clean status of each room upon completion. Remove room service trays and tables from guest rooms. Stock supply cart and ensure that it is neat and well organized at all times. Check all equipment prior to and after use to ensure that it is in good working order. Respond to all hotel guests efficiently and in an appropriate friendly manner. Strong attention to detail. Strong customer service skills. Ability and willingness to stand for 8 hours at a time. Ability and willingness bend, stretch, reach, and push up to 20lbs.

Lobby Attendant PM I 1 FT Position
Ensures that assigned linen room closets are stocked at par. Empties GRAs linens on an hourly basis or as needed. Empties GRAs garbage on an hourly basis or as needed. Keeps the chute rooms clean. Keeps the chute floors clean. Removes trays from the guest floors. Keeps corridors on guest room floors clean. Keeps areas by the vending machines clean. Moves furniture upon request. Completes guest requests. Understand 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 AM I 1 FT Position
Ensures that assigned linen room closets are stocked at par. Empties GRAs linens on an hourly basis or as needed. Empties GRAs garbage on an hourly basis or as needed. Keeps the chute rooms clean. Keeps the chute floors clean. Removes trays from the guest floors. Keeps corridors on guest room floors clean. Keeps areas by the vending machines clean. Moves furniture upon request. Completes guest requests. Understand 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
Responds to all guest requests appropriately. Always greet our guests warmly with a smile, call them by name whenever possible. Depending upon the volume, is responsible to provide turndown service for VIP guests. Ensures that the hotel is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

Laundry

Laundry Attendant I 3 FT Positions
This position ensures that all Housekeeping and Food & Beverage Linens are processed in a timely manner meeting the expectations of Omni Hotels & Resorts standards while minimizing as much discarded product as possible. Sorting of dirty linen from laundry chute to be processed. Pickup of dirty linen from Food & Beverage Outlets/Banquets. Operating all washers, dryers, ironers and towel folders. Stacking clean items into laundry bins/trucks to be delivered to the guest room floors or Food & Beverage areas. Operating smaller washers/dryers to process specialty items or special requests. Laundry maintenance. All other duties as requested by the department at all times. Adhere by safety and sanitation regulations as instructed by OSHA and the Omni Hotels & Resorts.

Latitudes

Beverage Manager I 1 FT Position
Responsible for the selection, coordination and allocation of assigned shift, responsible for overall management of operation. Responsible for hotel’s beverage cost, purchasing, inventory and requisition processes. Follow all corporate beverage mandates and seasonal promotional programs. Develop ongoing specials to drive business to beverage outlets. Work closely with local purveyors to implement new products and maximize revenues and cost savings. Coach, mentor and develop assistant managers and hourly service staff. Complete environmental checklist for dining room. Supervise

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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
related associate assignments. Stay on the floor during peak hours, supervising the performance of associates. Monitor each guest entrance and exit, offer same day pre-check in/ out, provide courtesy training where necessary. Supervise bar control, hot glass use, red lining, bottles totally empty, liquor par list. Supervise cost control efforts to ensure the operations financial success. Participate in scheduled meetings and follow-up on recommendations daily weekly and monthly. Completing weekly payroll and associated audit. Monitor labor and payroll costs. Override the order of daily sales. Share goals and objectives, follow-up with associates on meetings with associates. Participate in interviewing new associates. Must be familiar with and adhere to all liquor liability laws. Handle guest comments and complaints.

Bartender I 1 FT Position

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. Familiar with the wine list and the stemware and appropriate garnishes used. Follow procedures as outlined in employee manual and bartenders manual. Jigger pour, making drinks for servers only when rung in on Micros. Keep bar stocked and all wine list current. Must be able to ensure the consistency in the preparation and recipes of all cocktails. Be familiar with and enforce all policies related to liquor liability laws. Be familiar with all property amenities and other restaurants.

Cocktail Server I 2 FT 1 PT Position

The Cocktail Server will 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. Answer any questions and/or complaints. Complete and delivering orders to the tables. Continually check back with guests. Keep all supplies stocked. Clean, clear and reset service areas. Prepare the hotel bar to start to end of each shift. 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 work conditions; complete safety training and certifications.

Loss Prevention

Loss Prevention Supervisor I 3 FT Positions

Ensures that all Loss Prevention personnel functions are being properly 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 as to outlet or department. Reports all complete operation of the Banquet Department. Reports all comments, suggestions, ideas, questions, etc. to appropriate staff or PM Manager. Maintains the highest standards of Security at all times, beginning professional in attitude, appearance, and application. Monitors the Security of the receiving dock and may assist with collecting packaging passes for all parcels taken from hotel. Confronts 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.

Overtight Loss Prevention Officer I 3 FT Positions

Performs Security rounds of the hotel, to include front of house and heart of house areas. Visits all locations requiring special attention as frequently as required. Responds immediately to those emergencies. Takes and/or submits any reports as directed. Ensures maximum guest, associate, and hotel safety and security at all times. Courteous, tactful, and helpful, but firm in enforcing hotel policies and procedures. Familiar with all emergency situations, including fire alarms, according to procedure and with an appropriate sense of urgency. Performs lock audits as assigned by the ISD operator 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 Loss Prevention Supervisor, and responds to directions from Assistant Director and Director of Loss Prevention. Creates and maintains the highest standards of Security at all times, beginning professional in attitude, appearance, and application. Monitors the Security of the receiving dock and may assist with collecting packaging passes for all parcels taken from hotel. Confronts 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.

Procurement

Shipping & Receiving Clerk I 1 PT 1 FT Position

Check shipment by comparing it with Daily Order Sheet and invoice to insure that what we are receiving is what ordered (quantity, price, quality). Must ensure invoices are signed by Manager or Assistant Manager immediately. Kept the document and the invoice and give to procedure. Fill out an error correction when necessary in duplicate to assure proper credit for any discrepancy and notify the Store Room Manager immediately to arrange for possible refund. If shipment is incorrect, take immediate action to correct. These documents must be signed by the Manager or Assistant Manager immediately.

Room Service

In Room Dining Manager I 1 FT Position

Maintain consistent good 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 food must be kept cold, and beverages must be kept 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 placements must be made either at a time quoted to guest or at the 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. Make sure that all 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 that adequate and efficient service is possible. Report any breakdowns that must be repaired by PM Manager, to include room service equipment, supplied and other objects that can obstruct the job duties from being performed safely, efficiently and effectively.

AM Server I 1 Position

Responsible for controlling all actions 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 all hotel policies and procedures. Responsible for adhering to all liquor liability laws. Must assist/coordinate 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. Be familiar with and enforce all policies related to liquor liability laws. Be familiar with all property amenities and other restaurants.

IRD Captain/Supervisor I 1 FT Position

Responsible for controlling all actions 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 all hotel policies and procedures. Responsible for adhering to all liquor liability laws. Must assist/coordinate 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.

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. Must be familiar with all hotel policies and procedures. Responsible for adhering to all liquor 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 continental breakfast, 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.

Sales

Express Sales Manager I 1 FT Position

Responsible for researching and successful solicitation of group business. 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 all hotel policies and procedures. Responsible for adhering to all liquor liability laws. Must assist/coordinate 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.
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.