Open Positions List
June 5, 2018

Associate Services
Human Resource Manager I FT Position
Must be flexible with schedule to include some weekends and must be able to work some nights, holidays and overtime when necessary. 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 administrative and non-administrative leave occur. Must be able to work creatively 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 process. Responsible for final disposition of all terminated associate files. Duties will include Training for hotel staff. Provide mentorship and coaching and counselling as deemed necessary.

Assistant Receivables Coordinator I FT 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 maintenance. Analyzing data to provide input on forecast. Assisting in the preparation of monthly revenue reports. Assisting in the preparation of monthly, quarterly and annual forecasts. Assisting in the preparation of monthly, quarterly and annual forecasts. Assisting in the preparation of monthly, quarterly and annual forecasts. Assisting in the preparation of monthly, quarterly and annual forecasts.

Banquets

Banquet Set-up Manager I 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 minimizes waste. Briefs waiters on functions and procedure of service. Establishes high standards of quality service and maintains these standards throughout the functions. Coordination with set-up staff. Maintains the equipment entrusted to his care and keeps pars up. Maintains records, reports, closing reports and payroll costs. Inspects function rooms and writes work orders for the Engineering Director. Enforces Omni Hotel standards in maintenance rooms in excellent condition. Considers of business fluctuations, reacts either increasing of decreasing when volume of business fluctuates up or down. Maximizes profits in his department through effective management techniques keeping in mind the standards set by the various departments of the hotel. Serves as the liaison with the Banquet staff for all special requests ordered by outlets or other departments. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, effectively and efficiently.

Banquet Set-up Supervisor I 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. 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. Ability to work well with others within and outside of your department. Ability to think clearly, and quickly make concise 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 150 lbs. Must be able to work flexible shifts, including nights, weekends, and holidays.

Conventions

Administrative Assistant I FT Position
To provide total customer satisfaction through proper etiquette, professionalism, and an awareness of company policies and procedures. 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. Assist in the preparation of orders for banquets and conventions by maintaining up to date files, preparing and implementing proper labeling, 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, etc. Complete and distribute detailed site alerts that are timely and thorough. Serve as a liaison between Convention Service Floor Coordinators, Managers and other hotel departments.

Culinary

Pastry Supervisor I FT Position
Schedule production work for associates. Assist in Controlling all food costs. Assist in producing, collecting and analyzing data. Assist in Coordinating production of all special requests ordered by outlets or other departments. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, effectively and efficiently.

Production Cook 1 PM I FT Position
Control quality and consistency of all food served. Ensure assistance is set for service 15 minutes prior to service. Ensure all food 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 serving of cold food. Production of orders. 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.

Production Cook 2 PM I FT Position
Control quality and consistency of all food served. Ensure assistance is set for service 15 minutes prior to service. Ensure all food 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 serving of cold food. Production of orders. 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 Supervisor I FT Position
Coordinate all of banquet hot and cold foods. Banquet Chef must work closely with the Banquet Director and Sous Chef in setting up the operation. Banquet Chef must work closely with the Banquet Director and Sous Chef in setting up the operation. Banquet Chef must work closely with the Banquet Director and Sous Chef in setting up the operation. Banquet Chef must work closely with the Banquet Director and Sous Chef in setting up the operation.

Engineering

Engineering Manager I FT Position
Assist in the overall management of the Engineering Department 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. This position reports to the General Manager of Engineering Services in the 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 refrigeration, and chillers. Report to Banquet Manager any need for housekeeping and/or repair of and banquet equipment. Assist in the upkeep and organization of all liquor liability laws. Must be familiar with and adhere to all liquor liability laws. Must attend all designated pre-meal functions and ensure that all food supplies are in appropriate supply and necessary for service are in appropriate supply and necessary for service are in appropriate supply and necessary for service are in appropriate supply and necessary for service are in appropriate supply.

Banquet Sous Chef I FT Position
No two days of his/her job are the same. This position will ensure that the job duties from being performed safely, efficiently and effectively.

Banquet Chef I FT Position
- One to two days ahead of his/hers 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 the food inventory to ensure quality and quantity. Chef should have a good working relationship with Banquet Managers and Captains and be in direct communication constantly to ensure counts are proper. Assistant should have a good understanding of the Omni's fire alarm protocol. Chef is responsible for the return of all food. Communicates with the Executive Steward on all banquet equipment needed to perform a banquet. This should be done on Wednesday and for one week to insure necessary equipment is in house. Banquet Chef is also responsible for control, payroll and menu planning along with Executive Chef. Coordinator with Executive Sous Chef, Night Chef, Pastry Chef and Banquet Staff. Must maintain an immediate association 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, efficiently and effectively.

Banquet Sous Chef I FT Position
- Coordination of all banquet hot and cold foods. Banquet Chef must work closely with the Banquet Director and Sous Chef in setting up the operation. Banquet Chef must work closely with the Banquet Director and Sous Chef in setting up the operation. Banquet Chef must work closely with the Banquet Director and Sous Chef in setting up the operation. Banquet Chef must work closely with the Banquet Director and Sous Chef in setting up the operation.

Banquet/Catering Manager I FT Position
- Senior role responsible for adhering to 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.

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- One to two days ahead of his/hers 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 the food inventory to ensure quality and quantity. Chef should have a good working relationship with Banquet Managers and Captains and be in direct communication constantly to ensure counts are proper. Assistant should have a good understanding of the Omni's fire alarm protocol. Chef is responsible for the return of all food. Communicates with the Executive Steward on all banquet equipment needed to perform a banquet. This should be done on Wednesday and for one week to insure necessary equipment is in house. Banquet Chef is also responsible for control, payroll and menu planning along with Executive Chef. Coordinator with Executive Sous Chef, Night Chef, Pastry Chef and Banquet Staff. Must maintain an immediate association 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, efficiently and effectively.

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- Senior role responsible for adhering to 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.
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service manuals and one line electrical diagrams. Must be familiar with Omni’s Systems and Services procedures. Hold required Licenses in Electrical, Refrigeration, and HVAC.

Overnight Engineer I 2 FT Positions

Maintain guestrooms and public space. Receive direction for house calls via radio and work orders. Assist with equipment preventive maintenance and related repairs. Assist with installation of new equipment and 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 and other emergencies. Have a thorough understanding of 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 Pathogen Programs. 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 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 a job. Maintain general maintenance inventories. 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. Knowledge & use of the Lockout/Tagout, HAZCOM and Blood borne Pathogen Programs. 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 1 FT Position

Perform preventive maintenance of guestrooms, following preventive maintenance guidelines for CARE or PRP program. Repairs include: lamps, light bulbs, makes, and hardware. Maintain all guestroom furnishings, including furniture, sliding glass doors, plumbing, fixtures, locks. Painting, grouting, caulking and tile replacement. Maintaining carpeting, telephones, electronic locks.

Garbage Attendant

Performs preventive maintenance of guestrooms, following preventive maintenance guidelines for CARE or PRP program. Repairs include: lamps, light bulbs, makes, and hardware. Maintain all guestroom furnishings, including furniture, sliding glass doors, plumbing, fixtures, locks. Painting, grouting, caulking and tile replacement. Maintaining carpeting, telephones, electronic locks.

Housekeeping

BellCaptain 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 rooms or 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 welcome to the hotel. To proactively work to seek out guests to ensure the highest level of service. Ability to multi task. Ability to work with all Front Desk guests, sightseeing guests, and any other guests to seek out guests that may need additional services.

Doorman I 1 FT Position

To proactively work to seek out guests to ensure the highest level of service. Ability to multi task. Ability to work with all Front Desk guests, sightseeing guests, and any other guests to seek out guests that may need additional services.

Service Manager

Perform preventive maintenance of guestrooms, following preventive maintenance guidelines for CARE or PRP program. Repairs include: lamps, light bulbs, makes, and hardware. Maintain all guestroom furnishings, including furniture, sliding glass doors, plumbing, fixtures, locks. Painting, grouting, caulking and tile replacement. Maintaining carpeting, telephones, electronic locks.

Front Desk Agent I 2 FT Positions

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 bell/lobby area. To be thoroughly acquainted with the hotel 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. To be familiar with check-in and check-out procedures in the Ideal Services Operator department. Be familiar with guest scenarios and follow-up on all guest requests and concerns, effectively adhering to the service recovery process. To be thoroughly acquainted with the ideal services operator department. Be familiar with all systems and equipment used as related to the Front Office (Opera, GoConcierge, Synergy, 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.

Lobby Bellman 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 bell/lobby area. To be thoroughly acquainted with the hotel 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. To be familiar with the Phone and Alarm System in the Ideal Services Operator department. Be familiar with special Front Office guest requests and follow-up on all special Front Office guest requests and concerns, effectively adhering to the service recovery process. To be thoroughly acquainted with all systems and equipment used as related to the Front Office (Opera, GoConcierge, Synergy, 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.

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clean. Moves furniture upon request. Completes guest requests. Understand liner receive/deliver procedures. All other duties as requested by manager. Maintain cleanliness of work areas. Vents gas and hot or cold water. Maintain clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

**Turndown 1 FT Position**

Responsible to all OFF-DUTY guests appropriately. Always greet our guests warmly with a smile, call them by name whenever possible. Depending upon the volume, is responsible to provide turndown services for assigned number of guest rooms. To provide full service (ironing of guest linen and provide extra blankets to guest rooms. All 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.

**Laundry**

**Laundry Attendant 1 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. Responsibilities include, but are not limited to:

- Sufficient number of guest rooms.
- Operate washing/machine and dryers.
- Maintain the highest standards of cleanliness and hygiene, as much discarded product as possible. Sorting of dirty linen from laundry chute to be processed. Pick up 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 rooms or Food & Beverage areas. Operating smaller washers/dryers to process specialty items or delinquent laundry chute. Stack cleaning items into trucks to be delivered to the guest rooms or Food & Beverage areas. Operating smaller washers/dryers to process specialty items or delinquent laundry chute to be processed. Pick up 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 rooms or Food & Beverage areas. Operating smaller washers/dryers to process specialty items or delinquent laundry chute. Stack cleaning items into trucks to be delivered to the guest rooms or Food & Beverage areas.

**Beverage Manager 1 FT Position**

Responsible for the supervision and coordination of assigned shift, responsible for overall management of operation. Responsible for the 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 receiving and operate machines. As designated at all times. Adhere to safety and sanitation regulations as instructed by OSHA and the Omni Hotels & Resorts.

**Bartender 1 PT Position**

Responsible for ringing orders into Micros, and delivering to the guest. Duties from being performed safely, efficiently and effectively.

**Loss Prevention Supervisor III 1 FT Position**

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 timely 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., lost and found, employee theft, guest theft, lost keys, etc.). Reports all noted guest and associates. Ensures that all phases of the key control program are maintained and any discrepancies noted are investigated thoroughly and reported to the Director/Assistant Director of Security. Ensures that all Security equipment (i.e., uniforms, walkies-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 entrance/exit when reporting for work or leaving for the day to the Director of Security.

**Overnight Loss Prevention Supervisor 1 FT Position**

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 timely 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., lost and found, employee theft, guest theft, lost keys, etc.). Reports all noted guest and associates. Ensures that all phases of the key control program are maintained and any discrepancies noted are investigated thoroughly and reported to the Director/Assistant Director of Security. Ensures that all Security equipment (i.e., uniforms, walkies-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 entrance/exit when reporting for work or leaving for the day to the Director of Security.

**Loss Prevention Officer 1 12 FT Positions**

Performs Security rounds of the hotel, to include of front of house and heart of house areas. Visits all locations requiring special attention as frequently as required. Responds immediately to those emergency incidents and Security requests to which he or she is assigned. Ensures maximum guest, associate, and hotel safety and security at all times. Is 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 ISO operator and management. Reports in writing or verbally all events during each shift. Ensures that all local, regional and national 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, begin professional in attitude, appearance, and supervision. Monitors the Security of the receiving dock and may assist with collecting packaging passes for all items taken from the warehouse to the guest. 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 timely 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., lost and found, employee theft, guest theft, lost keys, etc.). Reports all noted guest and associates. Ensures that all phases of the key control program are maintained and any discrepancies noted are investigated thoroughly and reported to the Director/Assistant Director of Security. Ensures that all Security equipment (i.e., uniforms, walkies-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 entrance/exit when reporting for work or leaving for the day to the Director of Security.

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adhering to all liquor liability laws. Must assist/conduct all designated staff/pre-function meetings. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively. Must be willing to adapt to different climate changes in the restaurant, lounge and kitchen areas, with exposure to extreme temperatures. This position will

PM Cashier I 1 FT Pending
Responsible to answer the phone within three rings. Take orders for guests. Must follow prepared scenario to encourage upselling. Give the approximate time of delivery for the order. Prepare payment of checks. Knowledge of food menu and wine list. Know and adhere to all liability laws. Printing of reports at the end of the shift and banking out. Complete other duties assigned. Attend all designated staff meetings and training sessions. Ensure work area is clean and clear of standing water, debris or any objects that can obstruct the job duties from being performed safely, efficiently and effectively.

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.

Sales
Express Sales Manager I 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) 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 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.

Note: If a position is listed and you cannot find it on the website it is in Pending Status.