MANAGEMENT JOB OPENINGS:

Director of Operations (12/13/18): The Director of Operations assists in the overall management responsibility for the operation of the hotel including associate relations, guest service, profitability, product quality, and compliance to the hotel’s Program Book and Omni standards. The Director of Operations will work closely with the other Executive Committee members to insure all financial, service standards and employee relation goals are met. The Director of Operations will coordinate, supervise and direct all aspects of the operation with the support of department heads and assistant managers. Assists in developing annual budget and action plans, including annual objectives. The candidate must possess a Minimum of 5 years of Hotel Management Experience in a 4-Diamond hotel/resort environment, with a focus on Food & Beverage and Rooms, required. The candidate must have the ability to budget and forecast productivities and direct expenses as well as the ability to establish and maintain relationships with vendors, community and organizations. The candidate must have excellent technical skills to include MS Office, PMS system Opera, Delphi and Oracle. College degree in hotel & restaurant management, or equivalent. Must be able to work a flexible schedule to include weekends and holidays.

Market Business Travel Sales Manager (11/9/18): This position is responsible for multiple properties within the same region. The Market Business Travel Sales Manager can anticipate working a portion of each week from the Omni CNN Center property and the Omni Battery Park property. The Market Business Travel Sales Manager is responsible for achieving monthly room night goals, developing and implementing sales action plans, maintaining positive interdepartmental communications and to complete special projects as assigned by the Director of Sales and Marketing or the Corporate Director, Travel Industry & Business Travel Sales. The candidate must have the ability to multi-task in a fast-paced environment and possess strong customer service skills. The candidate must have at least 4-5 year of transient hotel sales experience. College degree, preferred; preferably in hospitality.

Hourly Job Openings:

Banquet Cook (AM/PM) (2 openings): The candidate must be able to prepare/serve high quality banquet food while maintaining high quality standards. The candidate will also be responsible for learning all menu items produced by assigned station and preparing a mixture of buffet and plated style items. Relevant culinary experience, preferably in high volume upscale hotel boutique operation, preferred. Candidate must be familiar with batch and quantity cooking. Candidate must be able to stand for more than 8 hours a shift. Candidate must be able to bend, stoop, lift more than 50 lbs. Must have basic knife skills. Must be able to work a flexible shift to include nights, weekends and holidays.

Banquet Houseperson (1 opening): To candidate will ensure the function room is set according to guest expectation and Omni standards. This position will set up, breakdown, and clean all space associated with banquets and conventions. Previous experience in a hotel, organizing and setting up meeting rooms for functions, highly preferred. Candidate must be able to work in a fast paced environment, have the ability to multi-task, and stand and walk for an extended period of time or for an entire shift. Candidate must also be able to move, lift, carry, push, pull, and place objects weighing up to 75lbs without assistance as well as push and pull carts and equipment weighing up to 250lbs on a regular and continuing basis. Must be able to work flexible shifts including afternoons, evenings, weekends and holidays.

Bellperson (3 FT openings): This candidate will provide assistance and service for guests, as well as the hotel, in order to ensure pleasurable accommodations. The candidate will greet guests, assist with luggage and other items and safely transport them to their rooms upon check-in and checkout. Candidates must have excellent customer service skills. Candidates must possess strong communication skills, and be friendly, and outgoing. Must be able to work flexible shifts to include weekends and holidays.

Front Desk Agent (1 FT opening): The candidate will be responsible for providing a five-star welcome and departure experience to each guest, as well as, serving as ambassadors throughout the guest’s stay. The candidate will be responsible for making the first impression upon our guests by extending a warm welcome, providing information about the hotel and local area, and offering our full range of upscale hotel amenities and services to them. The candidate will also be responsible for settling guest accounts upon check-out, resolving guest issues and completing special requests. They work closely with all hotel departments especially our Concierge, Bell-Door and Ideal Services teams. Must be able to work a flexible schedule, including AM, PM, weekends and holidays. Previous hotel front desk experience strongly preferred. Previous customer service experience. Previous cash handling experience preferred.
**Guest Room Attendant (14 openings):** The candidate will be responsible for maintaining a high standard of cleanliness in each guest room. The candidate will refresh rooms for guests who are continuing their stay, as well as, thoroughly clean rooms of guests who have checked out in preparation for the next guest checking in. Candidate must be able to stand for extended periods of time, be able to lift at least 25 pounds, and have excellent customer service skills. Candidate must possess a strong attention to detail. Previous experience in housekeeping, strongly preferred. Must be able to work a flexible schedule to include weekends and holidays.

**Housekeeping Houseperson (2 openings):** The candidate will be responsible for ensuring assigned public space and guest room floors are kept fully stocked and clean to provide support to Guest Room Attendants while maintaining Omni standards and exceeding our guest expectations. The candidate must be able to work in a fast-paced environment, communicate effectively with fellow associates and guests in person or via a cellular telephone/radio, and be able to lift up to 50 pounds on a regular basis. Must be able to work a flexible schedule to include AM and PM shifts including weekends and holidays.

**Lobby Attendant (1 AM):** The candidate will service and maintain the cleanliness of all public areas, including associate restrooms, lobbies, executive office, pool area as well as other areas in the back of house. Special projects may be assigned by Housekeeping supervisors or managers. Must be able to bend, life, carry, push, pull, and place objects weighing at least 50 pounds without assistance. The candidate must have good communication skills. Must be able to work a flexible schedule, including AM, PM, weekends and holidays.

**Lobby Bar Bartender (2 openings):** The candidate will be responsible for providing efficient and friendly customer service at all times and maintaining a clean, professional, top quality Lobby Bar. Candidate must have knowledge of various mixed drinks, handle cash and credit card transactions and provide excellent customer service in multiple outlets. Candidate must have extensive wine knowledge. 1-2 years’ experience bartending, required. Extensive wine knowledge. Cobb County Alcohol Permit required. Must have an open availability to work all shifts, including AM, PM and mid shifts, weekends and holidays.

**On-Call Banquet Server (2 openings):** The candidate will ensure that all food and beverage service for functions in the Banquet department of the hotel are served on time. They will attend to all needs of the guests during functions and perform duties as required by Banquet Manager and Captains. The candidate must be able to stand for prolonged periods of time and be able to lift up to 50lbs. Must have a current Cobb County Alcohol Permit. TIPS Certified. Prior serving experience in a four-star/four-diamond hotel or resort, strongly preferred. Must have a flexible schedule to include weekends and holidays. Must be able to work on-call as necessary.

**Production Cook (AM/PM) (1 opening):** The candidate must be able to prepare all hot/cold food items. The candidate will also be responsible for consistency and quality production and ensuring that all food is served according to specification. Minimum of 1-year experience in fast paced, culinary environment, required. Candidate must be able to stand for more than 8 hours a shift. Candidate must be able to bend, stoop, lift more than 25 lbs. Must have basic knife skills. Must be able to work a flexible shift to include nights, weekends and holidays.

**Steward (Dishwasher) (2 openings):** The candidate will ensure the equipment and food required for the function(s) are available to the waiters at the appropriate time and to wash and clean all cookware from kitchen production on areas in accordance to Omni standards. Previous stewarding experience required (hotel preferred, although other environmental services positions will be considered)/ Must be able to push/pull objects weighing up to 75 lbs. without assistance. Must be able to work around a variety of chemicals and be able to respond to hazardous situations. Must be able to work a flexible schedule to include weekends and holidays.

**Stewarding Supervisor (1 opening):** To supervise the day-to-day operation of the department for a given shift. To control and distribute operating equipment, maintenance of cleaning and sanitation standards, supervision of all utility, pot washer, dishwasher, and worker assignment tasks. The candidate must maintain required standards of sanitation and cleanliness. Candidate is required to have at least 1-year stewarding experience, preferably in a hotel environment, and/or 6 months hotel supervisory experience. Previous leadership experience and/or responsibilities are preferred. Ability to train a staff to produce high volumes of work while maintaining quality per Omni standards. Ability to accurately and efficiently input information into computer systems. Ability to work cohesively with co-workers both within and outside of your department. Strong organizational skills with the ability to multi-task in a fast paced environment. Must be able to work a variety of shifts, including weekends and holidays. Move, carry and place objects weighing up to 50 pounds without assistance and move, push, pull objects weighing up to 100 lbs. Stand or walk for an extended period or for an entire work shift. Valid Food Safety Certification is required.