## OMNI HOTEL at THE BATTERY ATLANTA
### CURRENT JOB OPENINGS
As of 08/06/2018

**APPLICATIONS ARE ACCEPTED ON-LINE AT WWW.OMNIHOTELS.COM**

**OMNI HOTELS & RESORTS IS AN EMPLOYER THAT OFFERS EQUAL OPPORTUNITIES. WE EVALUATE QUALIFIED CANDIDATES REGARDLESS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, ORIGIN, DISABILITY, VETERAN STATUS OR OTHER LEGALLY PROTECTED CHARACTERISTIC.**

### MANAGEMENT JOB OPENINGS:

**Assistant Front Office Manager (8/1/18):** The candidate will work closely with the Director of Front Office Operations and night staff to ensure maximum Front Office operating efficiency during the evening hours. The candidate will be responsible for communicating with all department managers on a continuing basis as well as handling guest complaints while maintaining a satisfactory impression with the guest on resolving any complaints. Previous luxury hotel experience is required. Minimum 1 year of management experience, preferable in Front Office, preferred. Four-year college degree, preferable in the hospitality industry, preferred. Knowledge of Property Management Systems and related computer programs, highly preferred. Must be able to work a flexible schedule to include weekends and holidays.

**Director of Catering & Convention Services (6/26/18) (1 opening):** Oversee the Convention Services Department by ensuring a consistent product to standards, while maximizing profitability and protecting the integrity of the guest experience. Candidate must have 3-5 years of Hotel Sales/Catering experience, required. College degree, preferred. Candidate must have knowledge of the operations of the hotel industry. Dynamic, enthusiastic, creative leader who thrives under pressure and is able to perform multiple functions and troubleshoot when needed. Must be able to work a flexible schedule including night, weekends and holidays.

**Assistant Outlets Manager (6/2218) (1 opening):** The Assistant Outlets Manager is responsible for ensuring proper training and supervision of all personnel. The Assistant Outlets Manager is to deliver prompt, courteous service in a manner that complies with Omni Food and Beverage standards and company policies and procedures. Candidate must have a minimum of 1 year management experience in similar 4-Diamond hotel F&B environment. Bachelor’s degree required. Candidate must be able to work in fast pace environment and multitask. Must have current Cobb County Alcohol Permit. Must be able to work a flexible schedule to include weekends and holidays.

**Director of Housekeeping (6/11/2018) (1 opening):** The candidate will be responsible for managing and directing all Housekeeping functions. To participate in quality assurance for Housekeeping department and department cost control measures. To provide support to all areas of the Housekeeping Operation. To ensure Omni standards are met in all areas by monitoring quality assurance, and consistently setting a good example. The candidate will be responsible for monitoring Housekeeping inventories to ensure adequate levels are maintained along with inspecting the cleaning and servicing of all guestrooms, and inspecting all vacant rooms on a daily basis. The candidate will also be responsible for overseeing the Laundry Department and all of its functions. Prior experience as a Director of Housekeeping or Executive Housekeeper required. Must have the ability to lead, motivate and develop others. Must have an open availability to work all shifts, including AM, PM and mid shifts, weekends and holidays.

**Sous Chef (6/4/18) (1 opening):** The candidate will be responsible for the efficient and effective running of the kitchen and food production outlets. The candidate will advise Executive Chef on all matters relating to the kitchen area and ensure a high standard of cleanliness and hygienic practice throughout the kitchen. Previous culinary experience highly preferred. ServSafe Sanitation and ACF Certification preferred. Candidate must possess AAS in Culinary Arts or equivalent from an accredited University or Institute. Must have an open availability to work all shifts, including AM, PM and mid shifts, weekends and holidays.

### HOURLY JOB OPENINGS:

**Barista (1 opening) (PT):** The candidate will be responsible for providing efficient and friendly customer service at all times and maintaining a clean, professional, top quality Lobby Bar. The candidate must be able to be to work as early as 5:30am. The candidate will up-sell beverages, pastries and other selections, accurately process transactions, and provide excellent service to all guests. Candidate must have knowledge of brewing gourmet coffee and other specialty beverages. Candidate must be able to Candidate must be able to lift at lease 30lbs and stand for extended periods of time. Coffee shop experience strongly preferred. Cash handling experience preferred Cobb County Alcohol Permit required. Must have an open availability to work all shifts, including AM, PM and mid shifts, weekends and holidays.

**Bartender (1 FT, 2 PT openings):** The candidate will be responsible for providing efficient and friendly customer service at all times and maintaining a clean, professional, top quality Pool 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. Cobb County Alcohol Permit required. Must have an open availability to work all shifts, including AM, PM and mid shifts, 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 (3 FT openings): 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 (15 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.

Housekeeping Supervisor (AM) (1 opening): The candidate will ensure that cleaning and servicing of guest rooms, public areas, and back of house landings meet Omni four star/four diamond standards. Special assignments will be given as directed by the Executive Housekeeper. Candidate will be responsible for logging any repairs or discrepancies of guest rooms by using the Maintenance request form. They will also ensure that all guest room attendants have appropriate linens and supplies, as well as assist in cleaning rooms when necessary. Must be able to lift a minimum of 50 pounds and able to push or pull a minimum of 75 pounds. Must be able to communicate via radio and phone as needed. Strong attention to detail and a sense of urgency is required. Must be able to work all shifts with open availability, including weekends and holidays.

Ideal Services/PBX Operator (2 PT openings): The candidate will handle all incoming communication, assisting with needs and providing services to guests and associates in a courteous and professional manner, in accordance with Omni Standards. The candidate should be able to effectively utilize the phone, push to talk radios and alarm systems in the Ideal Services area as well as be generally familiar with all hotel rate plans, rate codes and reservation procedures. Previous hotel or similar customer service experience, preferred. Must be able to work multi-line phone system as well as accurately and efficiently input information into computer systems. Must be able to sit for an extended period or for an entire work shift. Must have an open availability to work all shifts, including AM, PM and mid shifts, weekends and holidays.

Laundry Attendant (2 openings): The candidate will ensure that all Housekeeping and Food & Beverage linens are processed in a timely manner meeting the expectations of Omni Hotels & Resorts standards. The candidate will need to be available as early as 5am for the morning linen drop off, in addition to have flexible and open scheduling. Must be able to stand in workstation for an extended period of time. Must be able to lift up to 50 pound on a regular basis. Must be able to bend, stoop and stretch on a regular basis as well as push and pull carts up to 250 pounds often throughout the shift. Must be able to work a flexible schedule including day, evening, weekends and holidays.

Lobby Attendant (1 AM/PM & 1 PM shifts): 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 Barback (2 openings) (FT & PT): The candidate will assist the bartenders in maintaining Lobby Bar cleanliness, setup, and stock. The candidate will ensure that the 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. Cobb County Alcohol Permit is required. Must be able to stand for extended periods of time. Previous experience as a barback, preferred. Must be able to work a flexible schedule to include weekends and holidays.

Lobby Bar Cocktail Server (2 openings) (FT & PT): The candidate will provide efficient friendly customer service at all times and to maintain a clean, professional top quality bar. The candidate must continually check back with guests and familiarize themselves with food and drink menus. Cobb County Alcohol Permit required. Must be able to work a flexible schedule to include nights, weekends and holidays. Previous serving experience, required.

Loss Prevention Officer (1 FT & 6 Seasonal): The candidate ensures the safety and tranquil stay of hotel guests and employees, to enforce the policies and procedures of the hotel and to record in writing any assigned task. Prepare incident and accident reports accurately and in the format specified by the Director of Loss Prevention. Candidate must be able to stand and walk for up to 4 hours per shift. First Aid/CPR certification preferred. Must be able to work all AM, and PM shifts with open availability, to include weekends and holidays.
Night Audit/Overnight Front Desk Agent (1 FT opening): The candidate must be able to deliver high-quality service to guests upon arrival and departure as well as resolve any guest issues during their stay. The candidate must also be able to enter reservations, and handle all cash and credit card transactions. The candidate must also be able to oversee and coordinate all nighttime front desk and audit functions, execute computer maintenance requirements, and ensure all financial transactions for the day are verified and balanced. The candidate will assist in balancing of daily posting and revenue, and resolution of inaccuracies. Prior hotel and/or cash-handling experience preferred. Prior guest service experience preferred, preferably hotel front office experience. Candidate MUST be able to work a flexible overnight schedule, to include 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. Must have 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.

Pool Bar Bartender (Seasonal) (1 opening): The candidate will be responsible for providing efficient and friendly customer service at all times and maintaining a clean, professional, top quality Pool 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. Cobb County Alcohol Permit required. Must have an open availability to work all shifts, including AM, PM and mid shifts, weekends and holidays.

Outside Room Service Server (1 opening) (PT): The candidate will maintain the highest standard possible for the guest by ensuring quick, efficient, and professional Room Service. The candidate is responsible for preparing, delivering, and serving orders. The candidate is responsible for knowing menu items, specials and service times. Must have Cobb County Alcohol Permit. Previous food and beverage experience in fine dining or a hotel, preferred. Room Service experience, preferred. Must be able to work a flexible schedule to include overnights, weekends and holidays.

Pool Bar Barback (1 opening) (PT): The candidate will assist the bartenders in maintaining Pool Bar cleanliness, setup, and stock. The candidate will ensure that the 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. Cobb County Alcohol Permit is required. Must be able to stand for extended periods of time. Previous experience as a barback, preferred. Must be able to work a flexible schedule to include weekends and holidays.

Production Cook (AM/PM): 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. 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.

Restaurant Host/Hostess (2 PT): The candidate will welcome and seat guests in the restaurant. The candidate will assist managers and other workers with opening and closing the restaurant. The candidate will answer phones, enter reservations, and inform guests of daily specials and menu items. This candidate must have excellent verbal skills, be able to stand for extended periods of time, and lift at least 10lbs without assistance. The candidate must be able to work all shifts with open availability, to include AM and PM shifts, as well as weekends and holidays. Previous experience as a restaurant host/hostess, preferred.

Retail Shop Attendant (PT) (2 openings): The candidate will be responsible for greeting guests in the retail shops. Additionally, the candidate performs the role of a shopkeeper, presenting merchandise to customers, assisting with merchandise selection, and facilitating the sales transaction. Candidate will also be responsible for accurately recording sales and other transactions using the point of sale system, stocking shelves, counters, tables and similar display fixtures with merchandise in a fashion that maximizes product visibility and promotes sales. Previous customer service experience required, retail experience preferred. Previous cash handling experience required. Must have strong guest service skills. Must be able to stand for length of shift, and be able to lift and move up to 25 lbs., occasionally extending arms and hands. Must be able to work a flexible schedule to include weekends and holidays.

Seasonal Pool Attendant (2 openings) (FT & PT): The candidate will be responsible for providing exceptional poolside service to our guests and assisting the poolside bartender in any way possible. Must be able to lift and carry 25 pounds routinely and up to 50 pounds occasionally. Must be able to walk, sit, stand, squat, and lean in the course of daily business for extended periods of time. Must be able to work a flexible schedule to include weekends and holidays.

Server Assistant (2 openings) (1 AM & 1 PM): The candidate will be responsible for assisting the server in the dining room; set tables with clean napkins, china and glassware, pour water for guests, serve bread and butter as specified and will be responsible for station set up. Must be able to stand for extended periods of time and be committed to providing exceptional customer service. Must be able to work all shifts. With open availability, to include weekends, holidays and split shifts. Current Cobb County Alcohol Permit required.
**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.

**Storeroom and Receiving Clerk (1 opening):** The candidate will ensure that all food items received meet the approved criteria established by the hotel Food and Beverage/Purchasing Departments. Conducts a thorough, but prompt, inspection of every delivery to ascertain proper specification factors to determine acceptability. The candidate will check shipments by comparing it with Daily Order Sheets and invoices to insure that what we are receiving is what was ordered (quantity, price, quality state, size, count, weight tolerance and acceptable expiration date). The candidate will conduct random spot-checks of all perishable items for proper storing and packaging to guard against quality loss due to over-exposure to storage temperatures, improper rotation, etc. Assists in filling requisitions and sanitation maintenance daily. Assist in conducting End-Of-Month Physical Inventory. Candidate must be able to accurately and efficiently input information into computer system. Must have open and flexible availability to work AM and PM shifts as well as weekends.

**Turndown Attendant (1 opening):** The candidate will be responsible for making lasting impressions on our guests by ensuring the guest’s room is clean, attractive and welcoming at all times. The candidate will provide extra touches to our guest’s rooms suitable for our guests. The candidate will offer ice and other amenities such as extra towels and pillows, turn-down the bed, freshen-up/clean the room, turn on the television and music to a soothing and relaxing channel, draw the curtains close and more. Manual labor experience required. Basic English skills are required (must be able to answer basic questions about services and amenities, give directions to guests). Housekeeping experience preferred. Must be able to stand, bend and do repetitive movements for long periods of time, as well as lift up to 20-25 pounds intermittently, and occasionally 50 pounds and have the ability to push and pull housekeeping supply cart. Must be able to work a flexible schedule to include weekends and holidays.