

## Available Positions

### **Housekeeping Manager**

Qualified candidate will be responsible for morning opening and night closing of the department according to Sofitel luxury standards. He/she will be responsible for ensuring that all operational and safety procedures are properly followed throughout their shift. He/she will perform quality inspections for room attendants, turndown attendants and housepersons. Candidate will be responsible for tending to the guest requests, ensuring quality and guest satisfaction in guest rooms inspected. Candidate will also be responsible for some administrative duties including payroll, purchasing, and scheduling. Must follow Sofitel standards and procedures, display a luxury attitude and be successful in completion of reports as instructed. Will effectively communicate with other departments in relation to the housekeeping needs. Prior Housekeeping management experience is required. Knowledge of hotel property management systems is a strong plus and proficiency in Microsoft Word and Excel; Must have good interpersonal skills and strong written and verbal communication skills. Ability to lead a team is a plus. Must be flexible with working hours for morning and evening shifts.

### **Room Attendant (12:30 pm shift & 2:00 pm shift)**

Candidate will be responsible for cleaning and tidying guestrooms to include making beds, changing bed linens, vacuuming, dusting, cleaning bathrooms, and overall organization of the guestroom. Candidate should be customer service oriented and have a luxury state of mind. Previous experience preferred, but not required. Must have exceptional attention to detail.

### **Assistant Banquet Manager**

The Assistant Banquet Manager will be responsible for assisting with the management of the day-to-day Banquet operations, including supervising banquet servers, banquet bartenders & banquet house people. Candidate will be responsible for overseeing 16,000 square feet of banquet space ensuring that Banquet rooms are set per guest contracts and the highest level of service for the entire banquet operations is maintained. The candidate will coordinate catering functions with other departments, (including: Sales, Kitchen, Restaurant); cultivate working relationships with on-site contacts & guest; attend Daily BEO meetings and Pre-Convention Meetings; effectively communicate with kitchen to ensure that food is prepared according to specifications and set times; Will be responsible for proficient and efficient use of Micros, Delphi, Word & Excel. Must have strong verbal and written communication skills, be able to train and develop team members, work effectively in a team environment and take initiative. Must have at least 2 years previous banquet management experience, preferably in a luxury setting.

### **Guest Services Bellperson**

Candidate will be responsible for greeting guests according to Sofitel standards, assisting guests with their luggage and escorting guests into the hotel and to their room. Candidate will provide luxury service by using Sofitel standards, and will assist guests by providing directions and hotel information. Candidate will describe the guest room amenities to guests, as well as present hotel outlets and facilities. Previous customer service experience required, preferably in a luxury hotel environment. Must be detail oriented and have an outgoing and friendly personality.

### **Kitchen Grill Cook – pm shift**

Qualified candidate will work mainly on the hot side of station, and will participate in the kitchen closing responsibilities. Candidate will be trained on the entire menu with the goal of being able to prepare every item on the menu, with knowledge of the correct cooking temperatures. Responsibilities include:

cleaning and organizing the station, cutting all meats and fishes, making all sauces and garnishes, giving ideas and implementing specials of the day. Candidate must be able to respond to the waiters for any special requests. Must have knowledge of all the equipment in the kitchen, sanitations and knife handling and be able to help and give guidelines to a dishwasher, pantry cook and trainee. The candidate must have 3 years' experience on the line in a restaurant with French / American cuisine a la carte. Must be able to work with no supervision and organize a station independently.

#### **Food & Beverage Liberté Lounge Server -PM Shift**

Qualified candidate will be responsible for welcoming guests in our urban chic lounge Liberté, explaining the menu and taking food and beverage orders. S/He will serve the food and beverages according to Sofitel and AAA 4 Diamond standards maintaining current knowledge of all menu offerings, to include ingredients, preparation method, and presentation. Other responsibilities include setting up the lounge (mise en place) and assisting the bartender. Candidate will cross-train as a server in Chez Colette and be available to serve in our breakfast restaurant when needed. We are seeking an ambassador that has a luxury state of mind: cordial, stylish, elegant, discreet, available, professional, respectful, and efficient, and will be willing to go out of his/her way to 'wow' our guests with personalized luxury service. Must have at least 1 year experience as a cocktail server or similar position.

#### **Food & Beverage Food Runner/Host(ess) -AM Shift**

Candidate will be responsible for working a split schedule of host(ess) and food runner. As host(ess), candidate will be responsible for greeting guests and seating them in the dining room. He/She will be responsible for menu presentation, as well as assisting with various aspects of serving; taking phone reservations and calling guests to confirm their reservations. Food runner responsibilities include offering beverages for all guests and delivering desired drink choices, as well as delivering food items to guests and describing selected menu items. The ideal candidate should be a well groomed, articulate person. He/She must be pleasant, well spoken, gracious, and willing to go above and beyond to ensure guest satisfaction.

#### **Engineering Maintenance Mechanic**

Qualified candidate will be responsible for handling the general maintenance and repairs in guest rooms, meeting space, public areas & heart of house. Candidate will perform repairs on mechanical, electrical, and kitchen equipment; as well as HVAC, refrigeration, and plumbing. Will be responsible for, and proactive in, reporting deficiencies and areas needing repair according to hotel reporting procedures. Will complete maintenance request work orders from all departments on a timely basis. Must have a minimum of 2 years of building maintenance experience, preferably in a luxury hotel setting. Must be able to interact and communicate with guests and ambassadors in a cordial and professional manner. Must follow all OSHA and state/local laws and requirements and be able to troubleshoot and report issues in a prompt manner. Experienced with HOTSOS reporting system preferred. HVAC certification preferred.

Qualified candidates may complete our online application at: [www.Qhire.net/Sofitel](http://www.Qhire.net/Sofitel)