SALES/ADMINISTRATIVE

Assistant General Manager (Food & Beverage, 2187) – Full-time salaried position. Nights and weekends required. Dedicated individual need to manage the food and beverage departments of the hotel to include food preparation, food service and beverage service so as to maintain established operational standards and maximize profits of the hotel. Four year undergraduate degree in Hotel Management or Business. Two years supervisory experience in food and beverage operations as a Department Manager. Two years line level operations experience, and two years of direct sales or retail trade experience OR, an equivalent level of education and experience.

Director of Sales (2164) - Full-time salaried position. Enthusiastic individual needed to lead the Sales efforts for an aggressive Sales & Catering Team. Ensure revenue maximization and profitability of banquet budget and room revenue goals for the sales and catering department. This position is responsible for generating top line revenue for the hotel and assisting the Director of Catering in achieving departmental goals as well as supervising the Meeting Managers and Executive Meeting Managers. Prior sales, catering/food & beverage experience is required, preferably in hotels as well as 2-3 years’ experience in a supervisory role. Professional appearance and good communication skills required. Bachelor’s degree preferred.

ROOMS DIVISION

Bell Captain (2113)- Full time Position, Starting at $7.50+tips per hour. This position supervises AM/PM bell/valet staff, directing responsibilities of the staff during peak times. Creates the scheduling and ensures coverage of all shifts. Conducts interviews and training of new staff members. Also performs Bell Person/Valet duties. A great attitude and excellent customer service skills are needed. Good driving record required.

Bellman (2178, 2179) – Part-time positions, Starting at $5.61+tips per hour. This position escorts incoming hotel guests to rooms and assists guests with luggage. May pick up articles for laundry and valet service and call taxi for guests. Maintains courtesy van consisting of washing, cleaning, and fueling and parking of guests’ cars. May transport guests in local area in van. A great attitude and excellent customer service skills are needed. Good driving record required.

Front Office Supervisor (Reservations Supervisor, 2188) - Starting at $11.50 per hour. Exceptional customer service skills are necessary. Supervises the front office staff and maintains standards of guest service quality. This position maintains proper credit standards and handling of financial transactions. Also maintains security of money, guest security and emergency procedures. Handles guest complaints and takes corrective action.

Guest Service Representative (2165, 2176, 2177) – Full-Time and Part Time at $9.00 per hour. Availability for all shifts; Weekends required. Customer service experience required. Enthusiastic individuals needed to greet, register, and assign rooms to
guests. Answers inquiries pertaining to hotel services, computes bills and collects payments. Must create a great first and last impression for the hotel!

**FOOD/BEVERAGE DIVISION**

**Banquet Server (2149, 2160, 2168, 2169, 2170)** – *Starting at $10.50/hour, Part-time position, hours and days will vary. Looking for primarily evenings and weekends.* This position sets up banquet table linens, place settings and centerpieces; serves all food and beverages; and clears away all dishes and table linens, prepares drink orders as required and to charge for such orders as they are prepared and in the appropriate manner. To provide prompt and professional service to all customers and to practice all established control systems required in the dispensing of alcoholic beverages. This position takes the initiative to greet guests in a friendly and warm manner.

**Banquet Set-up (2186)**  *Part-time positions. Afternoon/evening shifts starting at 4:00 p.m. Shifts will vary with business volume. Starting at $9.25 per hour.* This position sets up and cleans for all meetings and banquet functions. This position also needs to complete all customer requests in a timely and courteous manner. Banquet Setup assists with breakdown after events. This position ensures the proper handling of all equipment and supplies. This is a position for someone who enjoys physical work – moving chairs, tables, staging, etc.

**Kitchen Steward/Dishwasher (2148)** - starting at $7.50, Responsibilities include maintaining kitchen work areas and restaurant equipment and utensils in clean and orderly condition. Sweep and mop floors, wash worktables, walls, refrigerators, and meat blocks. Separate and remove trash, wash pots, pans, and trays. Scrape food from dirty dishes and wash them by hand or in the dishwashing machine. Put away and organizes utensils and dishes, performs other related duties as required.

**Room Service Server (2181)** - *Part-time position, evenings and weekends. Starting at $5.10 plus tips.* Restaurant serving experience is required. Responsibilities include serving meals to restaurant guests according to established rule of etiquette. Additional duties include bussing tables and general upkeep of the bar and restaurant. A great attitude and excellent customer service skills are needed. Must be able to stand long periods of time and lift/carry up to 20lb frequently.

Applicants must apply at [www.jqhhotels.com/careers](http://www.jqhhotels.com/careers)