



CAREER OPPORTUNITIES

For 2019

Opportunities are updated on June 4, 2019

POSITION	DEPARTMENT	STATUS	BRIEF JOB DESCRIPTION
Front Office Manager	Front Office	FT (1)	Managing all aspects of the Front Office area, this includes Front Desk Agents, Guest Relations Officers and PBX Operators to ensure guest satisfaction, quality of service and maximize hotel profitability.
Training & Engagement Specialist	Human Resources	FT (1)	The job of the Training and Engagement Specialist at The Mission Inn Hotel & Spa is to develop, implement and oversee training programs designed to sustain a level of exceptional and consistent guest service throughout the hotel.
Sales & Catering Administrator	Sales & Catering	FT (1)	Administrative Assistant is responsible to assist with the efficient running of the sales and catering department.
Lounge Manager	F&B	FT (1)	The Lounge Manager is responsible for the overall performance of the entire restaurant staff and the duties each staff member performs. Management must oversee these duties and assure that the execution of these duties reflects the highest standards possible
Server	Banquets	PT (7)	Serves food and beverages to guests in a friendly and knowledgeable fashion.
Houseperson	Banquets	PT (1)	Transform empty spaces into settings; and after the event, you make them disappear. You're happiest juggling at a fast-pace, with a passion to please that equals the need for getting it right. Your sharp eye for detail quickly spots when something's amiss and when guests have need. A valued team member who smoothly handles the difficult and unexpected, you "get" that your contribution is vital to the event's success. If you're up for a challenging, physical role where your relationship skills can develop and shine, consider Interstate's Banquet Houseperson position.
Bartender	Banquets	PT (2)	Provides efficient and courteous service while delivering drink requests to our guests.
Busser	Bella's	PT (2)	Assists restaurant servers to do table maintenance, clean and reset tables. Serves beverages, carries large trays of food, sets up and breaks down service stations.
Guest Services	Bell Desk Clerk	PT (1)	Responsible for ensuring that the guest is welcomed and that his/her luggage and other immediate needs are cared for. Direct responsibility for carrying the guest's luggage to and from the assigned room, and for ensuring that the guest is properly settled in a room, according to standards.
Hostess	Duane's	PT (1)	Under managements supervision, coordinates the daily activities of the restaurant to provide fast and courteous service to patrons by performing the following duties.
Busser	Duane's	PT (1)	Assists restaurant servers to do table maintenance, clean and reset tables. Serves beverages, carries large trays of food, sets up and breaks down service stations.
Server	Duane's	PT (1)	The Server position will require you to interact one on one with the guests, take their orders, make cocktails utilizing company service standards, and ensure guest satisfaction. This role will contribute to the organization as an active business partner that is responsible for supporting the company's goals, objectives, vision, mission, and values.
HVAC	Engineering	FT (1)	Keeps the hotel facilities in optimum operating condition by performing maintenance and repairs.
Engineer	Engineering	FT (1)	Keeps hotel facilities in optimum operating condition by performing maintenance and repairs.

Painter	Engineering	FT (1)	Painting and constructs or repairs surfaces or structures. This is a journey-level classification. Working conditions include restricted movement, dirty environment, extreme temperatures, lifting or carrying heavy objects.
Carpenter	Engineering	FT (1)	Painting and constructs or repairs surfaces or structures. This is a journey-level classification. Working conditions include restricted movement, dirty environment, extreme temperatures, lifting or carrying heavy objects.
Front Desk Supervisor	Front Office	FT (1)	Ensure Guests are treated with hospitality, accurately, and efficiently. Provide guests with service that anticipates their needs. Oversees the smooth function of the front desk operations, assures goodwill toward guests at all times. Responsible for training and retraining of guest service personnel, maintain good morale and act as a liaison between guest service staff and management. Responsible for front office supply inventory.
Concierge	Front Office	PT (1)	responsible for performing a variety of customer service focused duties to facilitate a positive experience for our guests. Included in the front Desk Agent's responsibilities are: checking in and checking out procedures, providing assistance to guests by answering questions and questions and offering recommendations. Meeting and exceeding guests expectations by problem solving any unexpected travel changes. The Front Desk Agents are a liaison between the guests and the hotel.
Dispatch	Housekeeping	PT (2)	Coordinate the day to day administrative activities of the housekeeping office including answering phones and dispatching staff to complete guest requests and producing room attendants and House Attendant assignments.
Houseperson	Housekeeping	PT (1)	Shampoos all carpets, cleans windows and flips mattresses.
Room Attendant	Housekeeping	FT (2) TP (1)	Ensures clean, orderly attractive rooms in hotels by performing the following duties.
Lobby Attendant	Housekeeping	PT (1)	Ensures clean, orderly hotel lobby by performing all duties.
Laundry Attendant	Housekeeping	PT (2)	Ensure that all soiled hotel, spa, banquet and restaurant linen are washed, folded and ready for pick-up in a timely manner.
Project Attendant	Housekeeping	PT (3)	Ensure completion of all tasks assigned in the Housekeeping department considered to be special projects, special projects include; ensure windows of the hotel are cleaned on a regular basis, deep cleaning of carpets, floors (wood, tile, cement, etc.) on a regular basis, polish floors on an as-need basis, assist in flipping room mattresses in the rooms periodically, etc.
Lead House Attendant/Projects	Housekeeping	FT (1)	Shampoos all carpets, cleans windows and flips mattresses.
In Room Dining	Server	PT (2)	Provides prompt, friendly and courteous service to hotel guests, including being able to suggest and describe menu items to guests, and have full knowledge of all menu items and prices. Communicates clearly and effectively.
MIR Sous Chef	Kitchen	FT (1)	Assist in managing a single food and beverage outlet or a shift or section of food and beverage operations. Supervise kitchen employees and entry-level Culinary Staff in preparation and cooking of various food items and their garnishment and presentation. Responsible for menu planning and development and cost control.
Las Campanas Chef	Kitchen	FT (1)	Responsible for the People, Product and Profit components of the culinary department within the hotel. Must work well with all levels of staff throughout the hotel. Skills and knowledge must include culinary education, team leadership, communication skills, computer skills and knowledge, organizational skills, menu costing and menu development, food cost and staff management.
Las Campanas Line Cook	Kitchen	FT (1)	Plan, prep, set-up and provide quality service in all areas of food production for menu items and specials in the designated outlets in accordance with standards and plating guide specifications. Maintain organization, cleanliness and sanitation of work areas and equipment
Cocktail Server	Presidential Lounge	PT (1)	Provide fast and courteous beverage service to guests and ensure quality presentation per established standards. May also provide service of food from the restaurant and/or assist the Bartender with set-up and maintenance of appetizers or "happy hour" buffet.
Tequilla Bar Server	Tequila Room	PT (1)	We're seeking servers with experience in Tequila and Mezcal. If you're passionate about guest service, are a hard worker who loves their craft this is the place for you.
Bartender	Presidential Lounge	PT (1)	Customer and wait staff service, to include educating and serving customer to exceed guest expectations of high quality, friendly service.
Server	Las Campanas	FT (2)	The Server position will require you to interact one on one with the guests, take their orders, make cocktails utilizing company service standards, and ensure guest satisfaction. This role will contribute to the organization as an active business partner that is responsible for supporting the company's goals, objectives, vision, mission, and values.

Bartender	MIR	PT (1)	Customer and wait staff service, to include educating and serving customer to exceed guest expectations of high quality, friendly service.
Server	MIR	PT (3)	Provides prompt, friendly and courteous service to hotel guests, including being able to suggest and describe menu items to guests, and have full knowledge of all menu items and prices. Communicates clearly and effectively.
Host	MIR	PT (2)	Under managements supervision, coordinates the daily activities of the restaurant to provide fast and courteous service to patrons by performing the following duties.
Shift Lead	MIR	FT (2)	The shift lead is responsible for assisting the store manager in maintaining a positive environment, which provides fast, efficient, and friendly service ensuring a Total Quality Experience for both our customers and team members.
Security Manager	Security	FT (1)	Responsible for Supervision of all Security Officers in the performance of their duties pertaining to: controlling access to, conducting physical inspections of and monitoring surveillance cameras located at the facilities. Investigation of breeches in security and/or violations of safety protocols to determine most probable cause and possible solution(s). To ensure the safety and security of guests, associates and protect The Mission Inn Hotel & Spa property and assets.
Security Lead	Security	FT (2)	It is the mission and intent of this position that the incumbent will take responsibility for leading all security staff to enforce security policies and procedures in accordance with The Mission Inn Hotel & Spa guidelines and insure compliance to all local, state and federal regulations.
Overnight Security Agent	Security	FT (3)	Performs protective and enforcement functions in a courteous and restrained manner in coping with emergencies, undesired conduct, disturbances and threats to life and property to maintain a safe and secure environment.
Spa Coordinator	Spa	PT (1)	The purpose of a Spa & Boutique Coordinator is to provide friendly, efficient registration and information to all guests, fellow associates, and visitors. In addition, provides sincere service through actions that display self-confidence, grace and courtesy to guests and colleagues.
Spa Attendant	Spa	FT (1)	Inspect, stock, and maintain Spa in a clean and orderly manner and promote a relaxing and enjoyable environment.
Nail Tech	SPA	PT (2)	The Nail Technician position is a multiple-task position to support spa objectives and provide spa guests with excellent guest service. The duties of the Nail Technician include but are not limited to providing a full range of nail care services such as; manicures and pedicures.
Pool Server	SPA	PT (1)	Clears all used tableware, napkins and refuse from tables to tubs in bus station and wipes table, chairs and clears debris and crumbs from floor areas surrounding table
Massage Therapist	SPA	PT (3) OC (2)	Massage Therapist will contribute to the day to day operation of the spa by demonstrating a combination of excellent guest service and relaxing massage techniques to ensure guest satisfaction per treatment.
Aesthetician	SPA	PT (2)	The esthetician position is a multiple-task position to support spa objectives and provide spa clients with excellent guest service. The duties of the esthetician include but are not limited to providing a full range of skin care services such as facials, waxing, and skin analysis and product consultation.
Steward	Stewarding	PT (3)	You make the heart of the house shine. You understand that sparkling service ware is essential for presenting delicious meals to guests. And, the Chef counts on your good work to make it happen. You also go the extra mile to ensure all kitchen equipment and surfaces are spotless, because guests and associates rely on you for their health and safety. You know your efforts matter and you're proud to do your part. Sounds like you? Then a Steward position with The Mission Inn Hotel & Spa may be a great opportunity.
Valet	Valet Attendant	PT (1)	The Valet Attendant is responsible for providing AAA 4-Diamond service to internal and external customer. The Valet Attendant is also responsible for safely handling guests' and patrons' vehicles to ensure proper parking, securing and handling of keys.
Casey's Cupcake	Supervisors	PT (2)	Ensures immaculate cleanliness of the entire kitchen and provides clean, safe and sanitary conditions through the Food and Beverage outlets.

We are an Equal Opportunity Employer/M/F/D/V