



# CAREER OPPORTUNITIES

## For 2019

*Opportunities are updated on August 5, 2019*

POSITION	DEPARTMENT	STATUS	BRIEF JOB DESCRIPTION
Administrative Assistant	Human Resources	FT (1)	The Administrative Assistant supports the culture and core values of the Mission Inn Hotel and Spa by providing various clerical and administrative support to all functions within the Human Resources Department.
Restaurant Manager	F&B	FT (1)	The Restaurant 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.
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 (5)	Serves food and beverages to guests in a friendly and knowledgeable fashion.
Bartender	Banquets	PT (2)	Provides efficient and courteous service while delivering drink requests to our guests.
Housemen	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.
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.
Server	Bella's	PT (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.
Cocktail Server	Sushi Bar	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.
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.
Lead	Duane's	FT (1)	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.
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.
Engineer	Engineering	FT (1)	Keeps hotel facilities in optimum operating condition by performing maintenance and repairs.
HVAC	Engineering	FT (1)	Keeps the 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.
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.
Front Desk Agent	Front Office	FT (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.
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	FT (1)	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	FT (1)	Shampoos all carpets, cleans windows and flips mattresses.
Room Attendant	Housekeeping	FT (3) PT (1)	Ensures clean, orderly attractive rooms in hotels by performing the following duties.
Turndown Attendant	Housekeeping	FT (1)	Turndown Attendants are responsible turndown in guestrooms and cleaning when necessary. This position requires ability to communicate effectively with guests and team members verbally or in written form, and the ability to bend, lift, and be standing or walking entire shift. The goal is to provide our hotel guests with a welcoming and cozy room when they retreat to their room for a good night sleep. By refreshing their rooms we hope that our guests will have a well rested night.
Lobby Attendant	Housekeeping	PT (1)	Ensures clean, orderly hotel lobby by performing all duties.
Laundry Attendant	Housekeeping	FT (1) PT (1)	Ensure that all soiled hotel, spa, banquet and restaurant linen are washed, folded and ready for pick-up in a timely manner.
Overnight Houseperson	Housekeeping	FT (1)	Respond promptly to requests from guests and other departments. Identify and report preventative or other maintenance issues in public areas or guest rooms. Post caution signs. Contact other departments directly for urgent repairs. Deliver guest requests and set up furniture items in guest rooms as requested. Remove items from hallways and transport to service areas, including debris, room service food and beverage trays, unread newspapers, soiled linens, and trash placed near Housekeeper carts. Clean, maintain, and store cleaning equipment.
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 (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.
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.
Line Cook	MIR Kitchen	FT (3)	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.
Line Cook	Las Campanas 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.

Banquet Cook	Banquet Kitchen	FT (3)	Plan, prep, set-up and provide quality service in all banquets, buffets, and other special events for the hotel in accordance with standards and plating guide specifications. Ensure all banquet functions, employee meals and buffets are ready 30 minutes before serving. Prepares sauces and assures proper rotation of stocks. 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	PT (3)	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.
Busser	MIR	PT (3)	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	MIR	PT (4)	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.
Food Runner	MIR	PT (1)	This position is responsible for delivering food from kitchen to guests of the lounge/restaurant/banquet in a timely manner.
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.
Bartender	MIR	PT (1)	Customer and wait staff service, to include educating and serving customer to exceed guest expectations of high quality, friendly service.
Purchasing Clerk	Purchasing	PT (1)	Performs various types of product packing and shipping in accordance with established procedures and/or commercial standards; receives and stocks incoming equipment, materials, and supplies and prepares shipments.
Room Reservation Agent	Room Reservation	PT (1)	A Reservations Agent at The Mission Inn Hotel and Spa must possess a positive outlook and a refined sense of warm, genuine hospitality. The Reservations Agent is often the first contact of a guest and plays a key role in building a strong relationship with our guests. This job requires attention to detail and our ideal candidate will have a clear understanding of what drives guest satisfaction.
Security Lead	Security	FT (1)	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 (2)	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.
Boutique Clerk	SPA	PT (1)	The purpose of a 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	PT (2)	Inspect, stock, and maintain Spa in a clean and orderly manner and promote a relaxing and enjoyable environment.
Spa Coordinator	SPA	FT (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.
Nail Tech	SPA	PT (1)	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 (2) 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	Steward Supervisor	FT (1)	Assist with Supervising a group or shift of stewarding employees and activities. Ensure total maintenance, sanitation, par stocks, and sufficient equipment in all assigned food production service areas.
Steward	Night Cleaner	FT (1)	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.
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.
Valet	Lead	FT (1)	Serve guests in hospitable manner to ensure positive guest experience during arrival and departure. Lead Valet Team in execution of service promise.
Casey's Cupcake	Café Attendant	PT (2)	Provide prompt and courteous food and beverage service to guests while maximizing sales and guest satisfaction.

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