

CAREER OPPORTUNITIES

For 2019

Opportunities are updated on February 01, 2019

POSITION	DEPARTMENT	STATUS	BRIEF JOB DESCRIPTION
F&B Director	F&B	FT	Food & Beverage Director will oversee all food operations. This position is responsible for directing the F&B operation of the restaurants, bar/lounge, room service, banquets, and culinary, with specific responsibility for financial performance, promotions, and service standards. This is a senior leadership role and part of the Executive Committee
Executive Chef	Culinary	FT	The Mission Inn Hotel & Spa has an exciting opportunity for an Executive Chef to oversee all food operations including; AAA 4 Diamond Duane's Fine Dining, Bella Trattoria – Italian cuisine, Las Campanas – Mexican cuisine and the Mission Inn Restaurant, well known for our Sunday brunches, catering and banquets. This is an exceptional opportunity for an experienced Executive Chef who can provide strategic direction, leadership, creativity and training to staff. This roll will help position the food and Beverage as culinary destination. The executive Chef will be responsible for food cost and working with the purchasing department to ensure the best quality at the best price.
Assistant Restaurant Manager	Bella Trattoria	FT	The Assistant 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. The Assistant Restaurant Manager must communicate with guests on a consistent basis to gain feedback about their experience and to cater to their needs, whatever they may be. The Assistant Restaurant Manager, at all times, assures a high standard of appearance, hospitality and the service of all personnel, as well as the cleanliness and appearance of the facility. This is accomplished by supervision and training of all dining room staff and follow-up through testing and reviews. This person must manage within budgetary constraints, as well as develop and implement programs to increase sales (repeat business and higher check averages). The Assistant Restaurant Manager must complete all managerial duties, including knowledge of POS system, scheduling, disciplining, payroll and supervision of all revenues incurred in the restaurant.
Social Media Coordinator	Marketing	FT (1)	The Social Media Coordinator will provide the Marketing Team in daily activities that support Mission Inn Hotel an Spa and Casey's Cupcakes social strategy and organizational goals. Responsible for creating content across all social channels, including promotional campaigns, and tracking success of content, ads, and giveaways.
Server	Banquets	PT (4)	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 MIR Duanes Las Campanas	PT (1) PT (1) PT (1) 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	Las Campanas MIR	PT (4) PT (1)	Serves food and beverages to guests in a friendly and knowledgeable fashion.
Food Runner	MIR Las Campanas	PT (1) PT (1)	Serves food and beverages to guests in a friendly and knowledgeable fashion.
Host	MIR Bella Duanes	PT (3) PT (1) 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.
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.
Shift Lead	Las Campanas MIR	FT (2) 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.
Engineering	Groundskeeper	FT (1)	Maintains grounds of hotel property.
Engineering	HVAC	FT (1)	Keeps the hotel facilities in optimum operating condition by performing maintenance and repairs.
Engineering	Engineer	FT (1)	Keeps hotel facilities in optimum operating condition by performing maintenance and repairs.
Engineering	Painter	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.
Laundry Attendant	Housekeeping	PT (1)	Ensure that all soiled hotel, spa, banquet and restaurant linen are washed, folded and ready for pick-up in a timely manner.
Houseperson	Housekeeping	FT (1) FT TP (1)	Shampoos all carpets, cleans windows and flips mattresses.
Uniform Clerk	Housekeeping	FT (1)	This position is responsible for making alternations and repairs to employees' uniforms and linen and to assist with issuing, receiving and maintaining employee uniforms.
Room Attendant	Housekeeping	FT TP (3)	Ensures clean, orderly attractive rooms in hotels by performing the following duties.
Project Attendant	Housekeeping	FT (4)	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.
Night Porter	Housekeeping	FT (2)	Cleans lobby including all public areas and the back of the house
Overnight Houseperson	Housekeeping	FT (3)	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.
Lobby Attendant	Housekeeping	FT (4)	Ensures clean, orderly hotel lobby by performing all duties.

Lead House Attendant/Projects	Housekeeping	FT (1)	Shampoos all carpets, cleans windows and flips mattresses.
Saute Cook		FT (1)	Saucier chefs create a variety of sauces, soups, and stocks in both classical and contemporary culinary genres. They often work closely with other chefs to develop flavors that compliment entrees, appetizers, and desserts. They may also garnish and present the meal according to specific house recipes. In addition, saucier chefs might have to keep their work areas clean and follow strict safety and sanitation procedures.
Garde Cook		FT (1)	The Cafeteria Cook/Garde Manger will prepare and cook employee meals in the Cafeteria and be responsible for preparing and/or presenting cold food items, like salads, cold meats, garnishes, cheeses, etc., in the most attractive and palatable manner. Garde Manger shall maintain, restock, and clean throughout the shift and breaks down, clean and sanitizes kitchen and employee cafeteria in a safe and efficient manner.
Mexican Cuisine Cook		FT (1)	Plan, prep, set-up and provide quality service for menu items and specials in Las Campanas Mexican Cuisines. Maintain organization, cleanliness and sanitation of work areas and equipment.
Line Cook	Banquets – FT (4) Cafeteria – FT (1) MIR – FT (2) Las Campanas – 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.
Lead Cook	Las Campanas – FT (1)		Assists the Chef de Cuisine in maintaining the highest possible standards for our award winning restaurant by overseeing both hot line and cold line production.
Room Reservation Agent		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 Agent		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.
Lead Security Agent		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.
Spa Attendant	Spa	PT (1)	Inspect, stock, and maintain Spa in a clean and orderly manner and promote a relaxing and enjoyable environment.
Massage Therapist	Spa	FT (1) On-Call (2)	This position is responsible for building the team and the business by performing the following duties. The duties of Massage Therapist include but are not limited to providing Massages, body treatments, and aromatherapy baths.
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.
Aesthetician	Spa	PT (1)	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.
Aesthetician Trainer	Spa	FT (1)	The purpose of this position is to train aesthetics and skin care related treatments with professionalism to spa associates, and provide personalized service and hospitality to all guests of Kelly's Spa.
Steward	Stewarding	FT (4)	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.
Night Cleaner	Stewarding	FT (4)	Ensures immaculate cleanliness of the entire kitchen and provides clean, safe and sanitary conditions through the Food and Beverage outlets.
Valet	Valet Attendants	PT (2)	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.

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