

CAREER OPPORTUNITIES

For 2019

Opportunities are updated on May 13, 2019

| POSITION | DEPARTMENT | STATUS | BRIEF JOB DESCRIPTION |
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| Director of Restaurants | F&B | FT (1) | Oversee all Restaurant. |
| 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. |
| Server | Banquets | PT (5) | 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 Person | 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. |
| Cocktail Server | Duane's 54 | 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 Host | Duane's | FT (1) | Supervision of all host, coordinates the daily activities of the restaurant to provide fast and courteous service to patrons by performing 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. |
| 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 |

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| | | | 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. |
| 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 | PT (1) TP (1) | Ensures clean, orderly attractive rooms in hotels by performing the following duties. |
| Lobby Attendant | Housekeeping | PT (2) | Ensures clean, orderly hotel lobby by performing all duties. |
| 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. |
| 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. |
| Pastry Cook | Pastry | PT (1) | Preparation, baking and finishing of all breads, breakfast pastries, cookies and other specified baked goods in accordance with departmental quality standards and specifications. Maintains the organization, cleanliness and sanitation of work areas and equipment. |
| Banquet Cook | Banquet Kitchen | FT (1) | 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. |
| Sushi Prep Cook | Sushi Bar | 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. Must have experience with sushi. |
| Lounge Manager | Presidential Lounge | FT (1) | |
| Cocktail Server | Presidential Lounge | PT (2) | 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. |
| Busser | Las Campanas | PT (1) | The Bus Person is responsible for assisting the servers in providing the highest quality service possible to guests while maintaining the highest standards of cleanliness and sanitation throughout the hours of operation. The Bus Person must insure that all tables are kept clean and presentable with clean china, glassware, silverware and linen. |
| Server | Las Campanas | FT (4) | 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, |

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| | | | objectives, vision, mission, and values. |
| Host | Las Campanas | 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. |
| Bartender | MIR | PT (1) | Customer and wait staff service, to include educating and serving customer to exceed guest expectations of high quality, friendly service. |
| Busser | MIR | 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. |
| Food Runner | MIR | PT (2) | Serves food and beverages to guests in a friendly and knowledgeable fashion. |
| 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. |
| 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. |
| 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 (5) | 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 | Night Cleaner | FT (2) | Ensures immaculate cleanliness of the entire kitchen and provides clean, safe and sanitary conditions through the Food and Beverage outlets. |
| 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