

CAREER OPPORTUNITIES

For 2018

Opportunities are updated on August 27, 2018

POSITION	DEPARTMENT	STATUS	BRIEF JOB DESCRIPTION
Director of Human Resources	Human Resources	FT (1)	Direct Human Resource tasks such as associate recruiting/employment, compensation, benefits, worker's compensation, labor and associate relations, associate recognition programs and training for hotel associates. Ensure policy compliance, support the Company's initiatives, and promote a positive associate culture. Maintain confidentiality to the extent possible in all Human Resources-related matters.
Assistant Restaurant Manager	Bella Trattoria	FT (1)	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.
Restaurant Supervisor	F & B	FT (2)	As a Restaurant Supervisor, you would be responsible for assisting management in the direction and administration of a restaurant in the hotel's continuing effort to deliver outstanding guest service and financial profitability.
Banquet Chef	Kitchen	FT (1)	Hands on and assist in managing the banquet team and/or assist in 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	Kitchen	MIR - FT (2) Banquet Cook - FT (1) Duane's - FT (2) Las Campanas - FT (1) Pastry - FT (2)	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.
Saute Cook	Kitchen	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.
Butcher/Banquet Cook	Kitchen	FT (1)	Plan, prepare, and execute all portioning, ordering, and inventory of meats and fish in accordance with standards and plating guide specifications. Maintain organization, cleanliness and sanitation of work areas and equipment. Assist in the supervision of Line Cooks when assigned.
Engineering	Painter/Carpenter	FT (2)	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.

Engineering	FOL Installer	Seasonal (3)	Installs and repairs electrical systems, apparatus, and electrical and electronic components of industrial controls, distribution panels, sub and main feeders. Telephone and computer labeling and electrical control.
Grounds	Groundskeeper	FT (2)	Maintains grounds of hotel property by performing the following duties.
Front Desk Agent	Front Desk	FT (2) 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 guest expectations by problem solving any unexpected travel changes. The Front Desk Agents are a liaison between the guests and the hotel.
Night Manager	Front Desk	FT (1)	Manage all aspects of the front office areas which may include but is not limited to guest registration, bell services, concierge services, business center, telephone services, and guest reservations to ensure guest satisfaction and maximize hotel profitability. Adhere to all standards and desk merchandising.
Room Attendant	Housekeeping	FT (2)	Ensures clean, orderly attractive rooms in hotels by performing the following duties
Lobby Attendant	Housekeeping	FT (3)	Keeps the public areas and the back of the house clean by performing the following duties.
Floor Supervisor	Housekeeping	FT (1)	Supervises work activities of cleaning personnel to ensure clean, orderly, and attractive rooms and public areas. Assign duties, inspect work, motivate staff and investigate complaints regarding housekeeping service and equipment and take corrective action. Notify Housekeeping Office Coordinator of supplies and equipment needed, take periodic inventories, train new employees.
Overnight Horseperson	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.
Overnight Floor Supervisor	Housekeeping	FT (1)	Supervises work activities of cleaning personnel to ensure clean, orderly, and attractive rooms and public areas. Assign duties, inspect work, motivate staff and investigate complaints regarding housekeeping service and equipment and take corrective action. Notify Housekeeping Office Coordinator of supplies and equipment needed, take periodic inventories, train new employees.
Lead Housekeeping Attendant	Housekeeping	FT (1)	Lead the assistance of the Room Attendants on assigned floors; ensure all dirty lined is collected transported to laundry area, ensure delivery of clean/fresh linens to Room Attendants throughout the day. May lead the assistance of stripping linens from "dirty" rooms and/or public areas. Ensure that items requested by guests and housekeeping staff are retrieved and delivered in a prompt and timely manner.
Project Attendant	Housekeeping	FT (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.
Night Porter	Housekeeping	FT (2)	Cleans lobby including all public areas and the back of the house by performing the following duties:
Lobby Attendant	Housekeeping	FT (3)	Ensures clean, orderly hotel lobby by performing all duties.
Laundry Attendant	Housekeeping	FT (1)	Ensure that all soiled hotel, spa, banquet and restaurant linen are washed, folded and ready for pick-up in a timely manner.

Server	Banquets – PT (4)		Serves food and beverages to guests in a friendly and knowledgeable fashion.
Bartender	Banquets – PT (1)		Provides efficient and courteous service while delivering drink requests to our guests.
Lead Houseperson	Banquets – FT (1)		You're like magic. You 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 Banquet Lead Houseperson position
Tequila Bartender	F&B FT (1)		Experience in Tequila, Mezcal, and guest service.
Barista	F & B FT (1)		The Barista/Café Attendant is responsible for honoring each and every customer by providing excellent customer service and a high quality product. The Café Attendant is a true professional that displays a positive attitude at all times to ensure the return of our customers who are the reason for our business.
Bartender	Pool Seasonal (1)		The Seasonal Pool Bar Bartender will be responsible for providing efficient friendly customer service at all times and to maintain a clean, professional top quality bar.
Bartender	Mission Inn Restaurant PT (1)		Customer and wait staff service, to include educating and serving customer to exceed guest expectations of high quality, friendly service.
Busser	Mission Inn Restaurant PT (2) Las Campanas PT (1) Bella Trattoria PT (2) 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.
Host/Hostess	Bella Trattoria PT (2) Las Campanas PT (1) Duanes PT (1) Mission Inn Restaurant 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.
Server	Mission Inn Restaurant PT (1) Las Campanas PT (3) Las Campanas OC (1) Las Campanas Seasonal (2) Food Runner PT (1) Bella Trattoria PT (1)		Serves food and beverages to guests in a friendly and knowledgeable fashion.
Pool Server	Spa	PT (1)	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.
Massage Therapist	Spa	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 (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.
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.
Spa Attendant	Spa	FT (1)	Inspect, stock, and maintain Spa in a clean and orderly manner and promote a relaxing and enjoyable environment.
Spa Coordinator	Spa	FT (1) PT (1)	The purpose of a Spa 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.
Boutique Coordinator	Boutique	PT (1)	The purpose of a Boutique Coordinator is to provide a friendly and exceptional shopping experience 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.
Steward – Main Kitchen	Stewarding	FT (1)	Ensures immaculate cleanliness of the entire kitchen, service areas and the back of the house. Provides clean and sanitary equipment as needed for food service.
		PT (1)	
Reservation Supervisor	Reservation	FT (1)	Provide timely and professional reservations services in accordance with established scripting and standards.
Security Agent	Security	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.
Boutique Coordinator	Boutique	PT (1)	The purpose of a Boutique Coordinator is to provide a friendly and exceptional shopping experience 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.
Security Agent	Security	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 Lead	Valet	FT (1)	Serve guests in hospitable manner to ensure positive guest experience during arrival and departure. Lead Valet Team in execution of service promise.

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