

CAREER OPPORTUNITIES

For 2018

Opportunities are updated on October 19, 2018

POSITION	DEPARTMENT	STATUS	BRIEF JOB DESCRIPTION
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.
Kitchen Administrative Assistant	Culinary	FT (1)	The Administrative Assistant supports the culture and core values of the Mission Inn Hotel and Spa by providing various clerical and administrative supports to all functions within the Kitchen Department.
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.
Restaurant Manager	F&B	Temporary (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. The 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 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 Restaurant Manager must complete all managerial duties, including knowledge of POS system, scheduling, disciplining, payroll and supervision of all revenues incurred in the restaurant.
Executive Chef	Culinary	FT (1)	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.
Saute' Cook	Culinary	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.
Sous Chef	Culinary	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. 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.

Line Cook	Main Kitchen (2) Las Campanas (3) Duane's (1) Bella's (1) Mission Inn Restaurant (1) Pastry (1)	Seasonal	Responsible for preparing food items according to standard recipes, while maintaining an organized and clean work station. Experience in fast paced high volume establishment is preferred. Candidates must have food handler's card.
Tequila Bartender	F&B FT (1)		Experience in Tequila, Mezcal, and guest service.
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.
Spa Coordinator	Spa	Seasonal (1)	Provides efficient registration and information to all guests. Responsible for phone reservations, ringing in sales, stocking of store, completing inventory. Previous experience with cash handling a plus. Must be able to work nights, weekends, and/or holidays.
Spa Attendant	Spa	Seasonal (2)	Provides spa clients with excellent guest service including maintaining general cleanliness of the spa and during daily operation. Must be available to work weekends and holidays.
Boutique Clerk	Spa	Seasonal (2)	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.
Pool Bartender	Spa	Seasonal (1)	Responsible for providing exceptional service to guests at the pool commensurate with the demands and expectations of a four-star hotel.
Massage Therapist	Spa	Seasonal (1)	Previous experience in a luxury spa. Candidate must be available to work weekends and holidays and have a valid license.
Aesthetician	Spa	Seasonal (1)	Provide professional full range of skin care services such as facials, waxing, skin analysis and product consultation. Must have valid California cosmetology license. Must have flexible schedule and ability to work weekends and holidays.
Nail Tech	Spa	Seasonal (1)	Previous nail tech experience in a luxury spa. Previous experience and knowledge of gel-nails required. Candidate must be available to work weekends and holidays and have a valid license
Traffic Control	Valet	Seasonal (5)	Responsible for traffic control and accommodate the guest/visitors of the hotel in a professional manner. Assist Valet Attendant and Valet Cashiers. Must have flexible schedule and ability to work nights, weekends and/or holidays.
Security Agent	Security	Seasonal (14)	Responsibilities include patrolling hotel to maintain order, enforcing safety regulations and ensuring observance of all applicable laws. Must be able to work nights, weekends, and/or holidays.
Busser	Las Campanas (3) Mission Inn Restaurant (3) Bella Trattoria (2) Duane's (2)	Seasonal	Assists restaurant servers with table maintenance, cleaning and resetting tables. Serves beverages, carries large trays of food, sets up and breaks down service stations. Must have a valid Food Handler's Card.
Food Runners	Las Campanas (4) Mission Inn Restaurant (4) Bella Trattoria (1)	Seasonal	Assist servers in getting food and beverages to tables. Food Handler's Card is required Candidate must be able to work weekends and/or holidays.
Servers	Las Campans (2) Bella Trattoria (3)	Seasonal	Serves food and beverages to guests in a friendly and knowledgeable fashion. Prior serving experience required. Must have flexible schedule and ability to work nights, weekends and/or holidays. Must have a Food Handler's Card.
Bartender	Presidential Lounge (2) Mission Inn Restaurant (1)	Seasonal	Prepares all drink orders for our guests. Must be able to work nights, weekends and holidays. Must be 21 years of age or older and have a valid Food Handler's Card.
Cocktail Server	Presidential Lounge (2) 54 at Duane's (1)	Seasonal	Serves cocktails to guests in a friendly and knowledgeable fashion. Prior serving experience required. Must have flexible schedule and ability to work weekends and holidays. Must have a valid Food Handler's Card.
Bar Back/Busser	54 at Duane's	Seasonal (1)	Assist with setup and breakdown of the bar and lounges. Able to lift up to 50 lbs without assistance. Must have a Food Handler's Card.
Phone Agent	In Room Dining	Seasonal (3)	Oversees the room service orders, coordinating amenities, and mini-bar service. Must be able to work weekends and/or holidays. Must have a Food Handler's Card.
Server	In Room Dining	Seasonal (2)	Provides prompt, friendly and courteous service to hotel guest, including being able to suggest and describe menu items to guests, and have full knowledge of all menu items and prices. Prior serving experience required. Must have flexible schedule and ability to work weekends and holidays. Must have a valid Food Handler's Card.

Banquet Server	Banquet	Seasonal (4)	Provides service for Banquet functions and events. Must be available to work weekends and holidays and have a valid Food Handler's Card. Must be 21 years of age or older.
Banquet Bartender	Banquet	Seasonal (3)	Prepares all drink orders for our guests. Must be able to work nights, weekends and/or holidays. Must be 21 years of age or older and have a Riverside Food Handler's Card.
Banquet Houseperson	Banquet	Seasonal (4)	Responsible for all banquet function set-ups and the integrity of all banquet rooms and areas. Must be able to lift up to 50 lbs. Candidate must be able to work weekends and/or holidays.
Laundry Attendant	Housekeeping	Seasonal (1)	Clean and store linens/uniforms in a timely, organized manner to ensure that hotel's laundry and linen needs are met. Must be able to work nights, weekends, and/or holidays.
Night Porter	Housekeeping	Seasonal (3)	Detail meeting rooms, public spaces, buff floors with a steam bonnet, complete carpet extractions. Must be able to work with a lanyard at high elevation. This is an overnight position.
Project Houseperson	Housekeeping	Seasonal (2)	Assist in deep cleaning of guest rooms and public area spaces. Responsible for the daily maintenance of hallways and public spaces to ensure safe and clean experience for hotel guests, associates, and vendors. Must have the ability to communicate in English.
Lobby Attendant	Housekeeping	Seasonal (1)	Ensures the public areas of the hotel and back of the house are clean and orderly. Performs deep cleaning tasks as scheduled and assigned.
Houseperson	Housekeeping	Seasonal (3)	Responsible for the daily maintenance of hallways and public spaces to ensure safe and clean experience for hotel guests, associates, and vendors. Must have the ability to communicate in English.
Lobby Ambassador	Front Desk	Seasonal (1)	Responsible for line management and accommodate the guest/visitors of the hotel in a professional manner. Must have flexible schedule and ability to work nights, weekends and/or holidays.
Valet Attendant	Valet	Seasonal (2)	Responsible for parking guest vehicles. Must be 21 years old and have a good driving record. Candidate must be available to work weekends and holidays and have strong communication skills.
Engineering	FOL Installer	Seasonal (1)	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.

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