OPPORTUNITIES AS OF 03.07.2019

**Group Sales Manager**
Under the general guidance of the Director of Sales & Marketing, responsible for effectively soliciting and becoming familiar with all accounts in his/her market segments – West Coast Group Accounts. He/she is also responsible for prospecting and closing on assigned accounts/territory to positively impact hotel revenues.

**Housekeeping Manager**
Under the general guidance of the Director of Housekeeping, assist in ensuring day-to-day operations while providing training, coaching, and counseling to all housekeeping employees. Ensure that all guests are provided quality service and a clean and safe environment throughout their stay, while efficiently managing expenses and maximizing service levels.

**Bar Manager**
Under the general guidance of Director of Food and Beverage, coordinate and supervise all aspects of bar operations, while maintaining a profitable operation and high quality products and service levels. He/she is expected to market ideas to promote business; maintain revenue and payroll budgets; and meet budgeted productivity while keeping quality consistently high.

**Event Coordinator**
Under the general guidance of the Director of Catering & Events, coordinate and assist with all aspects and administrative duties relating to the Catering/Events Department.

**Paymaster**
The Paymaster is responsible for the accurate and timely disbursal of the employees’ salaries and wages, including correct timekeeping, pay-rates, and miscellaneous earnings and deductions. All taxes and other deductions must be documented and payments issued to appropriate authorities at the scheduled time.

**Security Supervisor**
Under the general guidance of the Director of Security, perform all duties to supervise security staff on site, provide a security function relevant to the premises, safeguard the premises, guests and reputation of The Clift Royal Sonesta Hotel, and liaise with the guests to foster good customer relations.

**Security Officer (1)**
Under the general guidance of the Director of Security, perform all duties, patrol all areas of the property and assist guests with room access. Monitor Closed Circuit Televisions, perimeter alarm system, duress alarms, and fire life safety system.

**Bell/Luggage Attendant (1)**
Assist incoming and outgoing guests in transporting luggage to and from guest rooms.
OPPORTUNITIES AS OF 03.07.2019

Prep Cook
The Prep Cook prepares all food items while giving attention to cleanliness and sanitation, quality standards, taste, timeliness, and cost effectiveness with respect for fellow cooks and the hotel environment.

Host/Hostess (1)
Under the general guidance of the Food & Beverage Manager, welcome, greet, and accommodate all guests in the bar and lounge. Ensure operating standards and guest requirements are met at all times.

Redwood Room Server
Under the general guidance of the Food and Beverage Manager, assist in ensuring friendly, efficient and effective service of food and beverages to all guests in a timely fashion in accordance with standards and individual guest requirements

Redwood Room Bartender
The Bartender is responsible for consistently delivering results that contribute to the mission and overall success of the hotel by accomplishing performance objectives covering the social venues of the hotel. The bartender sets-up, services, and breaks-down the bar area ensuring a high level of quality, consistency and service.

Room Attendant
The Room Attendant (RA) works with the Housekeeping Management Team to clean guest rooms and public space areas, in accordance with time, product and placement standards to ensure total guest satisfaction.

Candidates can apply on the Sonesta careers page; https://www.sonesta.com/careers