OPPORTUNITIES AS OF 11.11.2019

**Security Officer – FT (2)**
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.

**Redwood Room Server – FT (2)**
Under the general guidance of the Director of Outlets, perform all duties and provide timely, courteous service with guest satisfaction as the primary goal. He/she is responsible for promotion of specials and up selling.

**Bell/Luggage Attendant – FT (3)**
Under the general guidance of the Front Office Manager, assist in ensuring delivery and retrieval of luggage to all guests in a courteous, timely and professional manner.

**PBX Operator**
Under the general guidance of the Front Office Manager, provide an efficient and courteous Tele-communications service at all times in all aspects of the department. Assist in ensuring that all calls are answered within three rings, promptly and politely with a professional attitude whilst recognizing that customer satisfaction is of paramount importance.

**Redwood Room Host/Hostess – FT (2)**
Under the general guidance of Food & Beverage Management, welcome, greet, and accommodate all guests in the hotel, restaurant, bar, and lounge. Ensure operating standards and guest requirements are met at all times.

**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.

**Purchasing Clerk**
Under the general guidance of the Executive Chef, perform all duties to supervise the goods purchasing & receiving function ensuring that controls are applied in accordance with policies and procedures, state and local laws, and regulations, and, at all times, to keep the best interest of the Company in mind with regards to cost effective food and beverage operations.
OPPORTUNITIES AS OF 11.11.2019

**Director of Outlets**
Under the general guidance of the Director of Food and Beverage, responsible for coordinating, supervising and directing all property food and beverage operations, while maintaining a profitable Food and Beverage department and high quality products and service levels. He/she is expected to market ideas to promote business; reduce employee turnover; maintain revenue and payroll budgets; and meet budgeted productivity while keeping quality consistently high.

**Executive Chef**
The Executive Chef is responsible for all culinary activities for the hotel. This position will oversee all activity in the kitchen as well as the stewarding department. The Executive Chef will also train personnel, plan menus, oversee product purchasing and manage culinary budget.

**Assistant Director of Finance**
Under the general guidance of the Area Director of Finance (DOF), assist in ensuring achievement of the Division’s goals and the maintenance of adequate internal controls over all areas of hotel operations. Ensure timely completion of all reports generated by accounting staff.

**Catering Sales Manager**
The primary role of this position is to increase the market share of the catering segment by growing the food, beverage and room rental segments. Due to the high volume, fast pace and short-term nature of this market, this position requires excellent business communication and negotiation skills and the ability to organize and prioritize multiple tasks.

**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. He/she is also responsible for prospecting and closing on assigned accounts/territory to positively impact hotel revenues.

**Front Office Manager**
Under the general guidance of the Director of Rooms, manage all Front Office related duties. Connect with arriving, departing, and in-house guests using the hotel Property Management System aligned with Sonesta Policies and Procedures.

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