



July 8, 2010
 Holiday Inn Select - Memphis East
 5795 Poplar Avenue
 Memphis, TN 38119

Room to Grow!

<i>Position</i>	<i>Job Description</i>	<i>Pt/Ft/Oc</i>	<i>Dept.</i>
Banquet Server	Provide prompt and courteous food service to guests during banquet and catering functions. Perform pre and post shift side-work and set up. Respond to guest inquiries and special requests. Handling and lifting items. Alcohol awareness certification as required by local or state government (ABC) required.	PT (2) On-Call	Banquets
Room Attendants	Clean guest rooms in a timely and thorough manner to ensure total guest satisfaction. Monitors and controls supplies. Some housekeeping experience and ability to speak English preferred. Frequently bending, stooping and kneeling on a daily basis.	FT AM and Week-ends	Housekeeping
Restaurant Server/Room Service Server	Provide fast and courteous service of food and beverages to guests and ensure quality of food presentations per hotel's standards. Deliver and set up room service food and beverage orders to guest room. Reading/writing and math skills required. ABC certification required.	PT (2) FT (1)	Food & Beverage
Belperson/Driver	Drives hotel van/designated vehicles to/from guest destinations, transports luggage to/from guest rooms in a prompt and safe manner. Explains and promotes hotel facilities and provides information regarding local attractions. High school diploma or equivalent required. Guest service or driving experience preferred. Must speak fluent English. Valid driver's license required. Must be available to work Sunday-Saturday.	PT (2) 12 noon-- 2am	Uniformed Services
Banquet Houseperson	Sets up and breaks down meeting rooms. Sets up table linens, skirting and table top items. Maintains cleanliness of banquet rooms, hallways and storage areas. General knowledge of banquet operations preferred.	PT AM (1) PM (1)	Banquets
Front Desk Agent	One year or more hotel front desk experience required. Must be available to work any shift Sunday through Saturday.	FT	Front Office
Front Desk Agent	One year or less hotel front desk experience preferred. Minimum 6 months customer service experience required. Must be available to work Sunday through Saturday.	PT (1) 2 pm-- midnight	Front Office
Tradesperson/Engineering	Performs major repairs and maintenance work to ensure hotel maintenance quality and safety standards are achieved and maintained. Adheres to federal, state and local regulations concerning safety. Follows procedures to ensure the security of inventory and assets. Responds promptly to all guest questions. Assists with other duties as assigned. Hotel maintenance experience preferred. Must be able to work any shift Sunday-Saturday.	FT	Engineering/ Maintenance
Steward	Cleans and sanitizes plateware, silverware, glassware, pots and pans, utensils and equipment and work area in a timely manner. Sets up work station. Sweeps and mops kitchen floor. Empty and cleans trash cans.	FT	Stewarding
Night Auditor	Accurately balances hotel income and expenses for 24 hour hotel operating period. Acts as hotel system liaison during night hours. Calls in and opens tickets with Opera, Protobase or System Support during the overnight hours if a system fails or issues occur. Communicates with other departments to resolve accounting discrepancies. Performs Guest Service Representative functions including checking guests in and out. Books room reservations. 1-2 years hotel audit experience required. Must be available to work Sunday-Saturday 10 pm - 8 am.	FT	Accounting/ Front Office

All Positions - May be required working nights, weekends and/or holidays.

The descriptions above are brief summaries of the actual positions. They do not fully represent the entire scope of each job. Additional information will be provided during the interview. We offer an excellent benefits package to include medical, dental, life, vision and disability insurance, 401k plan, paid time off and discounted hotel rooms to all eligible employees.

An affirmative Action employer, Holiday Inn Select, Memphis East supports a diversified workforce and drug free workplace.
 EOE MFDV

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