



WINDSOR COURT HOTEL

## JOB POSTING

1/09/2019

(Note: All positions are full-time positions unless otherwise indicated)

### HOURLY POSITIONS

#### **Suite Service Order Seller (1)**

**Position Overview:** The selected candidate will take orders over the phone and understand the Suite Service menu in detail.

**Position Requirements:** 1 year of customer service experience required and ability to work in a high volume environment. Ability to work a flexible schedule. Excellent customer service skills and written and verbal communication skills. Strong organizational skills. Must be computer literate.

#### **Food & Beverage Supervisor (1)**

**Position Overview:** The Food & Beverage Supervisor is responsible for assisting the Food and Beverage Management team in ensuring first quality Food and Beverage on all different outlets, while maintaining adherence to budgeted payroll and overhead costs. He/she is also responsible for continually working toward improving Food and Beverage sales revenues beyond the budget.

**Position Requirements:** At least 1 year of progressive experience in a hotel or a related field required. High School diploma or equivalent required. College course work in related field helpful. Previous supervisory responsibility preferred.

#### **Suite Service Busser/Runner (1)**

**Position Overview:** Set up and clear all guest suites of Room Service dishes and tables. Address and resolve all customer problems in an efficient and effective manner. Stock service stations appropriately. Prepare retrieved tables for resetting. Ensure that all necessary Room Service supplies and equipment are properly stocked at all times. Assist Servers as necessary. Maintain tidiness of all Room Service areas.

**Position Requirements:** Previous experience in a hotel setting preferred. Ability to work in a fast paced environment and on a flexible schedule. Qualified candidates must have 1 year customer service experience and ability to work in a high volume Environment.

#### **Line Cook (1)**

**Position Overview:** Prepare food according to the quality standards of the Windsor Court Hotel. Address and resolve all customer problems in an efficient and effective manner. Maintain Cook's station. Maintain kitchen inventory.

**Position Requirements:** Minimum of 1 year of cooking experience in a fine dining restaurant. Ability to work a flexible schedule. Ability to work in a fast-paced environment. Excellent customer service, written and verbal communication skills. Ability to focus attention to details. Ability to carry up to 50 pounds.

#### **Night Auditor (1)**

**Position Overview:** To exceed our guest's expectations and ensure revenue optimization through check in, check out and attentive coordination of hotel services for our guests. Verify and balance registers with Front Desk. Complete room budget and previous year daily revenue. Clear all registers and terminals in anticipation of next day's business. Submit and distribute reports as necessary.

**Position Requirements:** Previous experience required. Experience with PMS a plus. Must possess a positive presence with outstanding service, communication and problem solving skills. Cash handling experience helpful.

#### **Lobby Attendant (1)**

**Position Overview:** Clean and supply all public areas and bathrooms according to the quality standards of the Windsor Court Hotel. Address and resolve all customer problems in an efficient and effective manner. Regularly check and clean public areas, including but not limited to the hotel entrance, stairwells, offices, kitchen and bathrooms. Report any deficiencies to the appropriate manager.

**Position Requirements:** Previous housekeeping experience helpful. Position requires standing and walking for entire shift. Must be able to lift 25-50 lbs. Extensive standing, stooping, and bending involved. Able to focus on details and possess a positive presence and service skills.

#### **Room Attendant (1)**

**Position Overview:** To exceed our guest's expectations by maintaining the highest standard of cleanliness of the guest rooms.

**Position Requirements:** Previous housekeeping experience helpful. Position requires standing and walking for entire shift. Must be able to lift 25-50 lbs. Extensive standing, stooping, and bending involved. Able to focus on details and possess a positive presence and service skills.

#### **Laundry Attendant (1)**

**Position Overview:** Iron and fold all uniforms & laundry items. Sort soiled linen. Shake and prepare linens for processing through feeder. Operate iron in a safe and efficient manner. Ensure all items exit Laundry according to the quality standards of the Windsor Court Hotel. Maintain cleanliness of all laundry equipment and in all Laundry areas.

**Position Requirements:** High School Diploma or equivalent. Previous experience preferred. Ability to work a flexible schedule. Excellent customer service, written and verbal communication skills. Strong organizational skills. Must be able to lift and/or move 50 lbs.

#### **Turndown Attendant PT (1)**

**Position Overview:** To exceed our guest's expectations by maintaining the highest standard of cleanliness of the guest rooms.

**Position Requirements:** Previous housekeeping experience helpful. Position requires standing and walking for entire shift. Must be able to lift 25-50 lbs. Extensive standing, stooping, and bending involved. Able to focus on details and possess a positive presence and service skills.

#### **Hair Stylist PT (1)**

**Position Overview:** Provide outstanding service to all guests of the Spa and the hotel. Provide professional hair care services according to guest requirements and preferences while following high standards. Have an understanding and knowledge of current hair styles, trends and techniques.

**Position Requirements:** Excellent customer services and communications skills enjoy working in a team environment Ability to work a flexible schedule. Must be able to lift and/or move 20 pounds. Certification and licenses in the state required. Previous experience blow out and up-dos preferred.

#### **Nail Technician PT (1)**

**Position Overview:** Provide outstanding service to all guests of the Spa and the hotel. Provide professional nail care services according to guest requirements and preferences while following high standards. Have an understanding and knowledge of current nail styles and techniques.

**Position Requirements:** Excellent customer services and communications skills enjoy working in a team environment Ability to work a flexible schedule. Must be able to lift and/or move 20 pounds. Certification and licenses in the state required.

#### **NOTICE**

It is the policy of Windsor Court Hotel to employ the most qualified individuals. Promotion from within will be given priority whenever possible thus providing for growth, advancement, and increased responsibility for the Windsor Hotel employees.

#### **EQUAL OPPORTUNITY EMPLOYER**

Windsor Court hotel is an equal opportunity employer and a drug free workplace and does not discriminate against associates or job applicants on the basis of race, religion, color, sex, age, gender, national origin, disability, veteran status, or any other condition protected by applicable state and federal laws, except where a bona fide occupational qualification applies.

#### **EMPLOYMENT AT-WILL**

Windsor Court Hotel associates are employed at will. In other words, if employed, you are employed for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. You may, therefore, terminate your employment at any time for any reason. The at-will nature of employment will not be altered by any oral or written presentation or any representations during the pre-hire interviews, discussions, or recruiting materials. The hotel operates 24 hours a day, 7 days a week and 365 days a year therefore to support team members and to exceed our guest's expectations the hotel requires good attendance, impeccable grooming standards, energetic and positive attitudes. Most positions require individuals who can work varied hours, shifts, including holidays and weekends.

#### **E VERIFY**

The Windsor Court Hotel participates in E-Verify.

#### **FOR MORE INFORMATION**

If there are questions regarding positions listed, the application process, salary and/or job requirement specifics, please direct them to Human Resources.  
300 Gravier St, New Orleans, LA 70130; Phone 504 962 4925; Fax 504 596 4722; Job Line 504 596 4657; [humanresources@windsorcourthotel.com](mailto:humanresources@windsorcourthotel.com)

To apply on-line go to [www.windsorcourthotel.com/careers](http://www.windsorcourthotel.com/careers)