



WINDSOR COURT HOTEL

JOB POSTING

5/9/2019

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

HOURLY POSITIONS

PC/Network Support PT (1)

Position Overview: Responsible for maintaining and monitoring hotel servers, server accounts, network, hardware, software and operating systems. Maintenance, service and repair of all equipment while providing guest satisfaction, cost control and profitability.

Position Requirements: At least 3 years of experience in supporting Windows 7 and Windows 10 PCs in a network environment or a related field. Must be able to lift or move 20 to 50 pounds occasionally. Bachelor's degree in Computer Science or related field preferred.

Minibar Attendant PT (1)

Position Overview: Provide outstanding service to all hotel guests. Address and resolve all customer problems in an efficient and effective manner. Stock all Mini Bars daily and as necessary. Maintain accurate records of all Mini Bar products. Fulfill any guest requests for Mini Bar products. Perform side work before and after shift and as necessary. Run End of Day reports. Complete requisitions for products as necessary. Maintain tidiness of all Mini Bar and Room Service areas.

Position Requirements: Previous experience in a hotel setting preferred. Ability to work in a fast paced environment. Ability to work a flexible schedule. Excellent customer service, written and verbal communication skills. Strong organizational skills.

Pool Bar Server/Runner (2)

Position Overview: Provide outstanding service to guests of the Pool Bar. Ensure a positive first and last impression by maintaining a professional, pleasant and helpful attitude while fulfilling guests' needs. Take and fulfill guest beverage and food requests in a timely and accurate manner. Address and resolve all customer problems in an efficient and effective manner. Responsible for maintaining high product knowledge. Run food as necessary. Maintain cleanliness of all Pool area.

Position Requirements: Minimum of 1 year of customer service experience required. Cocktail Server experience preferred. Ability to work a flexible schedule. Need to be able to get TIPS certification and CPR certification. Excellent customer service, excellent communication skills.

Server AM (1) PM PT (1)

Position Overview: Deliver exceptional service to guests by assisting them with their food orders. Maintain complete knowledge of service standards and provide required level of service. Increase revenues by upselling menu items in The Grill Room.

Position Requirements: Must be very energetic, motivated and possess a positive presence. Must be able to obtain TIPS certification. Ability to focus attention to details. Ability to carry up to 60 pounds. Must have 2 years of experience in fine dining. Must have a passion for F&B.

Server Assistant (1)

Position Overview: Ensure all food, condiments, and other Grill Room products are thoroughly prepared and stocked. Selected candidates will pick up clean linens and dispose of dirty laundry daily.

Position Requirements: Qualified candidates must have 1-year customer service experience and ability to work in a high-volume environment.

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.

Suite Service Server (1)

Position Overview: Responsible for providing restaurant service to guest rooms in a timely and efficient manner. Responsible for maintaining high product knowledge. Assist Bus persons and Order Takers as necessary. Maintain the tidiness of all Room Service areas.

Position Requirements: Must be courteous and customer service oriented. Food & Beverage experience required. Ability to work in a fast paced environment. Ability to work a flexible schedule.

Tea Server On-Call (1)

Position Overview: Provide outstanding tea service to guests. Ensure a positive first and last impression by maintaining a professional, pleasant and helpful attitude while fulfilling guests' needs. Address and resolve all customer problems in an efficient and effective manner. Responsible for maintaining high product knowledge. Seat guests and take reservations as necessary. Ability to participate in relief duty (to perform job functions of other Le Salon employees such as Cocktail Servers, Bussers, Host/Hostesses, etc.) Maintain cleanliness of all Le Salon areas. Any other assigned tasks or duties as required.

Position Requirements: Minimum of 1 year of serving experience. Ability to work in a high volume environment. Ability to work a flexible schedule. Must have Responsible Vendor Program Permit or be able to obtain. Excellent customer service skills. Excellent written and verbal communication skills. Strong organizational skills. Strong cash handling skills.

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

To apply on-line go to www.windsorcourthotel.com/careers



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Bell person (1)

Position Overview: Ensure a positive first and last impression by maintaining a professional, pleasant and helpful attitude while fulfilling guests' needs. Address and resolve all customer problems in an efficient and effective manner. Greet and show guests to reception desk. Escort guests to appropriate suites and familiarize guests with suites. Deliver, store and remove guests' luggage. Able to effectively answer guests' questions regarding the area and hotel. Able to effectively provide guests with directions. Perform errands and fulfill guests' special requests as necessary. Assist Concierge and Car Hikers as necessary. Maintain organization and cleanliness of lobby.

Position Requirements: Minimum of 1 year of customer service experience required. Experience in a hotel setting preferred. Ability to work flexible hours. Excellent customer service, written and verbal communication skills. Strong organizational skills.

Club Lounge Attendant (1)

Position Overview: Provide exceptional and personalized service to guests of The Club Lounge. Ensure customer satisfaction. Address and resolve all customer problems in an efficient and effective manner.

Position Requirements: Minimum of 1 year of customer service experience required. Experience in a hotel setting preferred. Excellent customer service and verbal communication skills

Housekeeping Room Inspector (1)

Position Overview: To exceed our guest's expectations by inspecting the quality of cleanliness of all guest rooms in the hotel and ensure the quality of cleanliness is maintained to The Windsor Court Hotel Standards.

Position Requirements: Must be energetic, motivated and possess a positive presence. Position requires walking and standing for entire shift. Hours and shifts vary. Must be able to communicate and coach team members. Must have 2 years of experience.

House person (1)

Position Overview: Clean areas according to the quality standards of the Windsor Court Hotel. Make deliveries to guests as necessary. Provide Room Attendants with necessary supplies. Collect and dispose of trash as necessary. Any other assigned tasks or duties as required.

Position Requirements: Minimum of 1 year of customer service experience or housekeeping or janitorial experience. Ability to work a flexible schedule. Excellent customer service skills. Must be able to lift/move 50 pounds.

Massage Therapist PT (4)

Position Overview: Greet guests and describe available treatments to meet their needs and requirements. Perform duties accurately, and in a timely manner in accordance with treatment protocols. Conduct professional consultation with clients about their medical history and any current physical pain/stress in order to determine which treatment will be appropriate. Provide professional massage in accordance with guest's requirements and preferences, while still following protocols and adhering to hotel and spa standards.

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 50 pounds. Current certification and license in the state of Louisiana is a must.

Nail Technician PT (3)

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.

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.

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.

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