

The Hotel At Auburn University
Employment Opportunities
As of June 10, 2021
FOOD & BEVERAGE

Restaurant Server- Full Time and Part Time

\$3.25 per hour + gratuities

Varied days, Varied hours

Previous serving experience or very strong customer service experience is preferred. Must be hard-working and able to work well with others in a fast-paced environment. Must be able to lift and carry objects weighing up to 25 pounds. Must have excellent communication skills. Smiling face a must!

Restaurant Server Assistant- Full Time and Part Time

\$8.40 per hour + gratuities

To perform a combination of duties in an efficient, quiet and effective manner which facilitates food service and thereby provides a positive impression for the guest.

Maintain breakfast and lunch buffet. Assist servers in clearing tables, resetting tables, assisting the guest with drink refills, assisting with bread service and food running. Also would be responsible for in-room dining orders taken to our hotel guests. Education: Any combination of education, training or experience that provides the required knowledge, skills and abilities. Grade school education preferred.

Barista- Part Time

\$10.00 per hour + gratuities

Varied days, Varied hours

Prior hospitality and/or barista experience preferred. The barista is responsible for serving all products with friendly, individualized attention towards each customer by taking orders, making coffee, tea and other specialty beverages to customer specifications. Operate Point of Sale System, handle cash transactions, and work with credit card machines. Baristas may field customer complaints or questions, as well. Baristas also must often clean coffee machines, restaurant areas and preparation areas during a normal shift. Baristas work to maintain good customer relations and speedy delivery of all food & beverages. He/she is also responsible for educating customers about our premium coffees and teas. The barista fulfills any other duties the restaurant manager, assistant manager or supervisor assigns and represents HC Valentine and The Hotel at Auburn University in a professional manner.

Bartender- Full Time and Part Time

\$8.25 per hour + gratuities

Varied days, varied hours

Previous bartending experience required. Must be able to mix and serve alcoholic and non-alcoholic drinks to patrons following standard recipes. Must possess basic math skills necessary to understand recipes.

Head Bartender- Full Time

\$10.00 per hour

Enthusiastic head bartender to provide excellent dining experiences to our guests while also encouraging staff to create positive guest relations. The head bartender will oversee the bar and Piccolo areas by focusing on providing leadership on the floor. This head bartender will be responsible for overseeing the entire bar program and operation. Good bartenders will be able to create classic and innovative drinks, exceeding customer needs and expectations. The head bartender will lead the team by exhibiting the core expectations of our brand.

Cocktail Server- Part Time

\$3.25 per hour + gratuities

Varied days, varied hours

To assist keeping the bar and lounge area stocked clean, organized, and to serve alcoholic and non-alcoholic drinks to patrons of bar, following standard recipes. Must be able to lift up to 25 lbs. on a regular and continuing basis or beverage items. This task is to be handled in a friendly, courteous, helpful, timely and professional manner resulting in a very high level of guest satisfaction.

Restaurant Supervisor- Full Time

\$14.65 per hour

Varied days, Varied hours

Supervises

the staff of Ariccia Cucina, Piccolo 241 Cocktail Lounge, H.C Valentine, In-Room Dining and our Executive Floor Lounge by maintaining a courteous and efficient operation to ensure guest satisfaction.

Restaurant Host/Hostess- Part Time

\$10.00 per hour

Varied days, Varied hours

Customer service experience required. Cash-handling experience preferred. Responsible for greeting and escorting guests to tables in the restaurant while maintaining a courteous and efficient operation of the dining room to ensure guest satisfaction. Physical activities include lifting and carrying objects weighing up to 10 pounds. Must be able to work well with others in a fast-paced environment. Friendly and warm personality is a must.

Restaurant General Manager- Full Time

Pay: DOE

Varied days, varied hours

The Restaurant General Manager will oversee Ariccia Cucina Italiana, Piccolo 241 Jazz Lounge and HC Valentine Coffee Company. This position will primarily be Tuesday-Saturday overseeing lunch and dinner with a heavy emphasis on dinner service. Our ideal candidate for this position will be active on the floor during all meal periods engaging with both guests and our team members on a nightly basis.

BANQUETS

Banquet Staff- Full Time/Part Time

\$5.85 per hour + gratuities

Varied days, varied hours

Must have basic knowledge of food & beverage preparations, service standards, guest relations and etiquette. Basic knowledge of English language sufficient to understand supervisor instructions, product labels and inquiries from guests. Must have ability to stay focused and plan as well as possess good organizational skills. Must be willing to work diligently and able to work well with others in a fast-paced environment. Must be able to transport up to 30 lbs. through a crowded room. Previous serving or customer service experience is a plus.

Banquet Captain- Full Time

\$7.00 per hour + gratuities

Requires two (2) years of Banquet Captain or supervisory experience in a hotel or country club setting. Will consider restaurant supervisory experience. Will be responsible for managing and directing servers during set-up, service and clean-up of various banquet functions. Must have strong communication and organizational skills. Must have ability to plan and stay focused in a fast-paced, changing environment. Requires involvement in physical activity such as pushing, pulling and balancing as well as ability to lift and carry objects up to 25 pounds.

Banquet Director- Full Time

Pay: DOE

Varied days, varied hours

Selects, trains, and directs the banquet team in setting and servicing all on-site and off-site events in order to ensure a successful function. Oversees 25,000 square feet of on-site banquet space in a AAA 4 Diamond Hotel, The Jay & Susie Gogue Performing Arts Center, and manages off-site venues for Auburn University.

CULINARY

Banquet Chef-Full Time

Pay: DOE

Varied hours, Varied days

Work with Executive Chef and purchasing director in the purchase and research of specialty items. Plan, prep, set up and provide quality service in all areas of banquet production to include all food produced for a banquet function. The banquet chef is responsible for the entire function including cold food and deserts. Ensure all functions are walked prior to start of function as to Ithaca Hospitality Partners standards. Ensure the set up for function is correct, chaffers and or grills are lit on time. Monitor all mise en place to ensure it is completed to

satisfaction of set standards. To ensure each employee will be able to follow established recipe and plating guide provided to exact specification. Maintain and contribute to a positive work environment. Control food and labor cost.

Chef de Partie- Full Time

\$16.45 per hour

Varied hours, Varied days

Extensive Culinary experience required. Duties include but are not limited to: Plan, prep, set up and provide quality service in all areas of restaurant production to include all food produced for Museum Café. Oversee the flow of production of all production for lunch, and dinner service. Responsible for ensuring the success of the team by helping the Banquet Chef with all plate ups, or whatever needed, when asked. Ensure the planning for promotional events is correct, and chaffers kitchen is set on time. Monitor all Mise en place to ensure it is completed to satisfaction of set standards. To ensure each employee will be able to follow established recipe and plating guide provided to exact specification. Creation of daily specials, lunch buffet menus, and brunch menus Maintain and contribute to a positive work environment. Assist in the controlling food and labor cost.

Cook I- Full Time

\$12.65 per hour

Varied hours, Varied days

Extensive cooking experience required, sauté and broiler experience required. Food presentation training/experience required. Responsibilities include maintaining food, preparing food, controlling proper storage of food, complying to all health department regulations, ensuring equipment is properly cared for and preparing requisitions for food supplies. Must be able to work well with others in a fast-paced environment. Must be able to adapt to changes.

Cook II- Full Time

\$11.00 per hour

Varied hours, varied days

Responsibilities include: a la carte food preparation such as salads, sandwiches, and desserts. Must have good working knowledge of the fundamentals of cooking, sanitation, and kitchen equipment. Must possess basic math skills necessary to understand recipes. Position is one of support to other kitchen stations. Requires involvement in physical activity such as grasping, lifting and carrying as well as moving or pushing goods on a hand-truck of up to 200 pounds. Must be able to perform duties in confined spaces within extreme temperatures.

Cook III- Full Time

\$9.90 per hour

Varied hours, varied days

Responsibilities include: a la carte food preparation such as salads, sandwiches, and desserts. Previous culinary work experience required. Must have good working knowledge of the fundamentals of cooking, sanitation, and kitchen equipment. Must possess basic math skills necessary to understand recipes. Position is one of support to other kitchen stations. Requires involvement in physical activity such as grasping, lifting, and carrying as well as moving or pushing goods on a hand-truck of up to 200 pounds. Must be able to perform duties in confined spaces within extreme temperatures.

Kitchen Steward- Full Time and Part Time

\$10.60 per hour

Varied hours, varied days

Requires indoor/outdoor work. Will come in contact with water and chemicals. Physical activities include lifting up to 50 pounds. Must have ability to work well with others in a fast-paced environment. Must be able to adapt well to changes. Responsible for performing duties to maintain kitchen work areas and restaurant equipment and utensils in clean and orderly condition as well as performing other kitchen duties.

Pizzaiolo - Full Time

\$13.30 per hour

Varied hours, varied days

The Pizzaiolo will be responsible for day to day preparation of an authentic pizza presentation, innovatively creating and maintaining the consistent standard operating procedures throughout all meal periods of Ariccia Cucina & Piccolo. This person should be familiar with the operation of a wood-fired pizza oven and understand all aspects of pizza creation from dough making to menu creation.

Garde Manger- Full Time

\$16.45 per hour

Varied hours, varied days

Extensive Culinary experience required. Responsible for ensuring the success of the team by helping the Banquet Chef with all plate ups or additional tasks. Ensure the planning for promotional events is correct. To ensure each employee will be able to follow established recipe and plating guide provided to exact specification. Creation of daily specials, lunch buffet menus, and brunch menus Maintain and contribute to a positive work environment. Assist in the controlling food and labor cost.

FRONT DESK

Front Office Agent - Full Time

\$10.00 per hour

Varied hours, Varied days Must possess excellent customer service skills! Must be energetic with the initiative and personality to work in a fast-paced environment. Requires confidence reading and analyzing reports along with the ability to complete general computer applications. Must possess great language skills: Good voice control and confidence using correct English. A professional appearance is necessary.

Front Office Supervisor- Full Time

\$14.65 per hour

Varied hours, Varied days

The front Desk Supervisor is responsible for the daily operations of the Front Desk for assigned shift. This position will also be involved in training of new staff as directed by the Front Desk Manager. Efficiency, perfection and impeccable service will be the mantras of this position. High School Diploma or equivalent required. Hospitality Management Degree beneficial.

Valet Parking Attendant- Part Time

\$6.25 per hour + Gratuities

Varied hours, varied days Greet and welcome guest to the hotel and offer professional services. Accommodate guests by opening all doors and assisting with luggage or other items. Direct traffic in the parking area as needed. Operate guests' vehicle safely. Keep an organized record of tickets/keys assigned to each vehicle/guest. Ensure vehicles are parked safe and secure. Inspect and document vehicles upon arrival for existing damage.

Valet Parking Attendant- Full Time and Part Time (3rd shift only)

\$8.50 per hour + Gratuities

Overnight hours, varied days Greet and welcome guest who arrive overnight to the hotel and offer professional services. Accommodate guests by opening all doors and assisting with luggage or other items. Direct overnight traffic in the parking area as needed. Operate guests' vehicle safely. Keep an organized record of tickets/keys assigned to each vehicle/guest. Ensure vehicles are parked safe and secure. Inspect and document vehicles upon arrival for existing damage.

Bellperson-Part Time

\$8.40 per hour + gratuities

Varied hours, Varied days

Escort arriving and departing guests in a friendly, courteous manner to and from their accommodations, transporting their luggage. Acquaint each guest with room and features. Previous customer service experience preferred. Ability to work well with others. Flexible schedule helpful. Ability to lift a minimum of 25 lbs.

Reservations Coordinator/WEPH Specialist- Full Time

\$14.25 per hour

Participate in the efficient operation of the reservations department in selling of guest rooms to accommodate guest needs and maximize revenue. Maintain all War Eagle Package Holder relationships, reservations, billing and requests.

HOUSKEEPING

Housekeeping Room Attendant- Full Time

\$12.25 per hour

1st shift, Varied days

Must be dependable and friendly. Must be able to lift 25 lbs., able to bend and pull. Must be able to read and speak English. Previous experience is a plus. Responsibilities include thorough cleaning and maintenance of guest rooms.

Lobby Attendant-Full Time

\$12.25 per hour

Varied hours, varied days

Responsible for maintenance and cleanliness of the lobby and public areas which includes the outside front entrance of the hotel, while projecting high standard of service and professional hospitality at all times.

Laundry Supervisor- Full Time

\$14.65 per hour

Varied hours, varied days

To supervise, direct, assist, and assure the completion of laundry tasks assigned to Laundry Attendants in the laundry and on the landings to maintain Ithaca Hospitality Partners linen standards

ENGINEERING

Engineering Tech II –Full Time

\$16.50 per hour

Varied hours, varied days including Weekends

Basic knowledge of all maintenance trades, including electrical, plumbing, mechanical & carpentry is necessary. Responsible for making all repairs and maintain all areas of Hotel Facilities to include all public areas, exterior areas of building, guestrooms and guest corridors Must have skill in the use of related tools (including both hand and electric tools). Must be able to read & speak English in order to communicate with co-workers, fully comprehend job assignments as well as perform accurate simple arithmetic functions. Basic mechanical aptitude for operation & repair of hotel equipment is expected. Must have ability to perform tasks requiring bending, stooping, kneeling, pushing & pulling up to 100 lbs. and grasping or lifting up to 50 lbs. Ability to climb stairs & ladders, working at heights up to approximately 30 feet, for extended periods of time, with the ability to reach often times overhead. Must have ability to deal with a number of problems requiring initiative & good judgment. Knowledge of all maintenance trades helpful but not mandatory.

ADMINISTRATION

Executive Administrative Assistant- Full Time

\$17.00 per hour

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff. Provide Executive Level support to the Executive Team in a professional manner. Performing support duties to include welcoming guests, managing appointments and daily agendas, schedule meetings, plan travel arrangements, resolve guest issues, coordinate amenities, office related duties, and assist with special events. Strong organization and time management skills, excellent verbal communication and writing, detailed reporting skills, critical thinking and multi-tasking, supply management, multi-line telephone handling, scheduling, presentation and interpersonal skills, travel logistics. Microsoft Office skills include but are not limited to: Outlook, Word, Excel, PowerPoint and Publisher.

ACCOUNTING

Accounts Receivable/ General Cashier - Full Time

\$15.00 per hour

Mostly Mon-Fri, Weekends if needed

To determine customer's credit worthiness recommendations, ensure the timely and accurate billing of customers, and collection of all receipts due hotel, following prescribed collection procedures. Manage the hotel bank for all employees. Qualifications and Education Requirements Hotel Accounts Receivable experience preferred. General Cashier experience preferred. Customer service experience required. Microsoft Office proficient. Able to use a 10 Key. Attention to Detail. Customer service skill via phone.

**Equal Opportunity Employer M/F/D/V Drug Free Environment Please visit our website to apply: www.auhcc.com/careers
Human Resources Contact: 334-321-3152**