

AWESOME HOSPITALITY SERVER NEEDED AT THE AVATAR HOTEL

We are currently looking for a self-motivated individual to introduce a brand new Hospitality Server position for an evening lounge setting to the Avatar Hotel's lobby. The ideal candidate for this opportunity will exhibit outstanding social and interpersonal skills while matching the boutique style of Avatar - be an "out of the box" thinker, exhibit great multi-tasking skills, and have a passion for Joie de Vivre's creative and entrepreneurial culture, while maintaining a professional work ethic.

This person will be responsible for the guest experience during the wine/beer hour nightly. Shift is M-F 4:30-10pm. Responsible for set up, service, and creating a hospitable and memorable experience for every guest. The position falls under Guest Service/Front Office. Opportunity for cross-training in Front Desk and/or events.

Use following link to apply:

<http://ch.tbe.taleo.net/CH02/ats/careers/requisition.jsp?org=JDVHOSPITALITY&cws=43&rid=7078>

PROPERTY OVERVIEW

Avatar Hotel at Great America merges modern décor with the latest tech amenities and Wi-Fi necessities to help you feel comfortable and take care of business. Whether you're meeting with established technology gurus or building relationships with start-up entrepreneurs, Avatar Hotel keeps you online and synced up throughout your stay. Your days of being confined to cramped corporate quarters are long gone once you step into an Avatar Hotel room. A spacious modern design gives you room to relax while complimentary wireless Internet lets you stay connected and working throughout your stay. The interactive business lounge provides the perfect venue for informal meetings with clients. Plus, Avatar Hotel's location in Santa Clara puts you moments away from the San Jose airport and some of the biggest names in technology like Yahoo! and Intel. You're that close to signing your next blockbuster business deal. Combining comfort, technology and style, Avatar Hotel is the perfect portal to this vibrant technology hub. You'll be well-rested, connected, and ready to make things happen every day

COMPANY OVERVIEW

Based in San Francisco, Commune Hotels and Resorts are a boutique hotelier that is in the midst of an ambitious national expansion program. Commune Hotels and Resorts plans to add 20 more properties by 2015 through management agreements, joint ventures and acquisitions. As a hospitality company, our people are at the heart of what we do. Progressivism, enthusiasm, entrepreneurialism, creativity, and vibrant diversity create our unique corporate culture.

WHO WILL LOVE THIS POSITION?

- *A person who enjoys a fast paced work environment and can respond quickly and efficiently.
- *Someone who is comfortable and experienced in handling multiple cash transactions.
- *A person who is able to blend an authentic, unique, and personalized service with a professional approach.
- *Someone interested in developing a lounge atmosphere from scratch and molding ideas into reality, from special event evenings to traditional wine receptions.
- *Someone who enjoys the food and beverage industry while working hands on with guest experiences.

POSITION PROFILE

- *Maintain complete knowledge of and strictly abide by state liquor regulations, particularly those prohibiting service to minors, intoxicated persons, and drunk driving.
- *Maintain complete knowledge of all liquor brands, beers, and non-alcoholic selections available in the lounge.
- *Maintain positive guest relations and ensure guest satisfaction.
- *Monitor and anticipate guest needs, respond promptly and acknowledge all guests even when busy.
- *Requisition supplies as needed from the Supervisor or Manager daily.
- *Set up and maintain a clean, organized and sanitized work space -- ensure readiness prior to guest arrival.
- *Maintain assigned bank, ensure accuracy of contracted cash daily and keep bank secure at all times.

- *Total all charges, present guest checks according to procedure, process checks according to payment, cash handling, credit card, and room charge policies and procedures.
- *Count bank, print cashier report, drop all cash received in safe and secure bank before submitting completed paperwork to front desk.
- *Complete all closing reports in the P.M.S. system. Total all transactions according to departmental procedures and report all tips.

REQUIREMENTS:

Essential:

- *Experience in server or bartender position.
- *Ability to perform assigned duties with attention to detail, speed, accuracy, and work with minimum to no supervision.
- *Ability to accurately compute and manipulate mathematical calculations.
- *Ability to work well under pressure and handle multiple tasks at once.
- *Minimum of 21 years of age to serve alcoholic beverages.
- *Punctuality and reliable attendance.
- *Ability to effectively communicate in English (speak, read, write) with guests, management, co-workers and vendors using patience, tact, and diplomacy
- *Previous experience in cash handling.
- *Ability to work evenings and weekends.

Desirable:

- *High School graduate, with some college
- *Knowledge of fine wines, beer, and liquor
- *Alcohol awareness certification (TIPS Training)
- *Familiarity with Opera PMS and Microsoft Office