



## Current Job Postings as of December 15, 2016

### Job line number: 817-548-2849

We are currently hiring for the following positions:

#### **NON-EXEMPT:**

BANQUETS HOUSEPERSON (1/PM/FT) - Responsible for the set-up, refresh, tear down and maintenance of all meeting space. Must be able to follow BEO/set-up diagrams etc. and effectively communicate with employees and guests in an attentive, friendly, courteous and service oriented manner.

BELLPERSON/DRIVERS (FT or PT) – Responsible for helping guests into and out of the hotel, providing pick-up and delivery of guest's luggage, and providing delivery of items to guests as requested, as well as accommodating guests during their stay in an attentive, courteous and efficient manner.

GROUP ROOMS COORDINATOR (FT) - Responsible for providing analytical support and coordination; maintain inventory control by bed/room type to maintain straight line availability and make appropriate recommendations to shift allocations when needed. Be familiar with all in-house groups, track guest list, and coordinate room assignments. Works closely with the DORM & ADSC as the Hotel focuses on maximizing sales and revenue strategies. Must provide attentive, courteous and efficient customer service to all guests, clients, groups etc. according to hotel standards

GUEST SERVICES - CLUB LOUNGE ATTENDANT (PT) - responsible for providing attentive, courteous and efficient service to all guests during their visit to the Club/VIP Lounge. Responsible for the maintaining a clean and an upscale environment, as well as, promotion of specials and up selling, collecting payment, providing the highest quality of service to guests.

GUEST SERVICE AGENT (1/FT) – Responsible for providing attentive, courteous and efficient service to all guests during check-in, throughout their stay, and at checkout, while maximizing room revenue and occupancy.

HOUSEKEEPING ROOM ATTENDANT (3/FT) - Responsible for maintaining clean and attractive guestrooms while providing attentive, courteous and efficient service to all guests.

STEWARDING (1/FT/PM) - Responsible for maintaining cleanliness and proper storage of all china, glass, and silver, and ensuring the highest standards of sanitation. He/she is also responsible for assisting the kitchen staff in maintaining the cleanliness of the kitchen and all storage areas; specifically for cleaning all equipment, utensils, and the physical work area. He/she is also responsible for assisting with proper food storage and rotation.

#### **ON-CALL:**

BANQUETS BARTENDER ON-CALL - Responsible for providing the highest quality service to guests and servers and maintaining the hotel standards of cleanliness and sanitation while following the requirements of the Banquet Event Order.

BANQUETS SERVER ON-CALL - Responsible for the set-up and serving of food and beverages to guests at all banquet functions according to the Banquet Event Order, as well, and maintaining the Sheraton Arlington Hotel Standards of cleanliness and sanitation.

**TO APPLY:** Please visit the Sheraton Arlington Hotel 1500 Convention Center Drive, Arlington, TX 76011. Send resume for current job openings to [jobs@sheratonarlingtonhotel.com](mailto:jobs@sheratonarlingtonhotel.com). Must be at least 18 years of age.

The Sheraton Arlington Hotel is an EOE, Drug Free Workplace and E-Verify Participant.