

CAREER OPPORTUNITIES

Opportunities updated on April 29, 2021

POSITION	DEPARTMENT	STATUS	BRIEF JOB DESCRIPTION
Front Desk Agent	Front Office	Full Time	Responsible for performing a variety of customer service focused duties to facilitate a positive experience for our guests. Included in the front Desk Agent's responsibilities are: checking in and checking out procedures, providing assistance to guests by answering questions and questions and offering recommendations. Meeting and exceeding guest's expectations by problem solving any unexpected travel changes. The Front Desk Agents are a liaison between the guests and the hotel.
PBX Operator	Front Office	Part Time	Prompt answering of incoming calls from outside of the hotel as well as within. Correct routing of all calls to desire guest rooms, departments, function room, etc. Receiving and examining incoming information from various hotel departments & outside sources regarding information on special events within the hotel and surrounding areas, both arriving and in-house VIP's, special alerts, etc.
Night Auditor	Front Office	Full Time	Manages the activities at the Front Office during the overnight shift. Ensures communications and follow-up with day shift on any problems, guest requests or special requirements. Utilizes a variety of computer systems to check guests in and out, run daily reports, run night audit reports, and select and block rooms for arriving guests
HVAC	Engineering	Full Time	Keeps the hotel facilities in optimum operating condition by performing maintenance and repairs. Maintains hotel heating/ventilation/air conditioning equipment in optimal operating condition by performing routine maintenance.
Painters	Engineering	Full Time	Painting and constructs or repairs surfaces or structures. This is a journey-level classification. Working conditions include restricted movement, dirty environment, extreme temperatures, lifting or carrying heavy objects.
Engineer	Engineering	Full Time	Keeps hotel facilities in optimum operating condition by performing maintenance and repairs.
Grounds Keeper	Engineering	Full Time	Maintains grounds of hotel property, prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs
Room Attendant	Housekeeping	Full Time	Ensures clean, orderly attractive rooms in hotels by performing the following duties.
Houseperson	Housekeeping	Full Time	Ensures clean, orderly of area by performing all duties such as Shampoos all carpets, cleans windows and flips mattresses.
Lobby Attendant	Housekeeping	Full Time	Ensure cleanliness in the lobby areas while abiding by the hotel's safety policies and procedures; this includes sweeping, mopping, dusting, etc. to ensure the 4-Diamond reputation of the hotel is always upheld.
Overnight Houseperson	Housekeeping	Full Time	Respond promptly to requests from guests and other departments. Identify and report preventative or other maintenance issues in public areas or guest rooms. Post caution signs. Contact other departments directly for urgent repairs. Deliver guest requests and set up furniture items in guest rooms as requested. Remove items from hallways and transport to service areas, including debris, room service food and beverage trays, unread newspapers, soiled linens, and trash placed near Housekeeper carts. Clean, maintain, and store cleaning equipment.
Houseperson	Banquets	Part Time	Transform empty spaces into settings; and after the event, you make them disappear. You're happiest juggling at a fast-pace, with a passion to please that equals the need for getting it right. Your sharp eye for detail quickly spots when something's amiss and when guests have need. A valued team member who smoothly handles the difficult and unexpected, you "get" that your contribution is vital to the event's success. If you're up for a challenging, physical role where your relationship skills can develop and shine, consider Interstate's Banquet Houseperson position.

Main Kitchen	Steward	Full Time	You make the heart of the house shine. You understand that sparkling service ware is essential for presenting delicious meals to guests. And, the Chef counts on your good work to make it happen. You also go the extra mile to ensure all kitchen equipment and surfaces are spotless, because guests and associates rely on you for their health and safety.
Night Cleaner	Steward	Full Time	Ensures immaculate cleanliness of the entire kitchen and provides clean, safe and sanitary conditions through the Food and Beverage outlets.
Bellmen	Guest Services	Part Time	Responsible for ensuring that the guest is welcomed and that his/her luggage and other immediate needs are cared for. Direct responsibility for carrying the guest's luggage to and from the assigned room, and for ensuring that the guest is properly settled in a room, according to standards.
Valet Attendant	Valet	Part Time	The Valet Attendant is responsible for providing AAA 4-Diamond service to internal and external customer. The Valet Attendant is also responsible for safely handling guests' and patrons' vehicles to ensure proper parking, securing and handling of keys.
Valet Cashier	Valet	Part Time	The Parking Garage may provide the Mission Inn guest with the first and last impression of the property. The Garage Cashier's main functions include ensuring a high level of guest service that leads to a positive impression of the Mission Inn. The Garage Cashier will project a friendly, attentive and courteous image.
Room Reservation Agent	Room Reservation	Part Time	A Reservations Agent at The Mission Inn Hotel and Spa must possess a positive outlook and a refined sense of warm, genuine hospitality. The Reservations Agent is often the first contact of a guest and plays a key role in building a strong relationship with our guests. This job requires attention to detail and our ideal candidate will have a clear understanding of what drives guest satisfaction.
Assistant Restaurant Manager	F&B	Full Time	The Assistant Restaurant Manager is responsible for the overall performance of the entire restaurant staff and the duties each staff member performs. Management must oversee these duties and assure that the execution of these duties reflects the highest standards possible.
Restaurant Supervisor	F&B	Full Time	A Restaurant Supervisor is responsible for assisting management in the direction and administration of a restaurant in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:
Busser	MIR	Part Time	Assists restaurant servers to do table maintenance, clean and reset tables. Serves beverages, carries large trays of food, sets up and breaks down service stations.
Food Runner	MIR	Part Time	This position is responsible for delivering food from kitchen to guests of the lounge/restaurant/banquet in a timely manner.
Host	MIR	Part Time	Under managements supervision, coordinates the daily activities of the restaurant to provide fast and courteous service to patrons by performing the following duties.
Server	MIR	Part Time	Provides prompt, friendly and courteous service to hotel guests, including being able to suggest and describe menu items to guests, and have full knowledge of all menu items and prices. Communicates clearly and effectively.
Barback	Presidential Lounge	Part Time	Stock and maintain adequate beverage supplies to assist the Bartender in serving customers in a prompt and satisfactory manner.
Bartender	Presidential Lounge	Part Time	Customer and wait staff service, to include educating and serving customer to exceed guest expectations of high quality, friendly service.
Cocktail Server	Presidential Lounge	Part Time	Provides prompt, friendly and courteous service to hotel guests, including being able to suggest and describe menu items to guests, and have full knowledge of all menu items and prices. Communicates clearly and effectively.
Busser	Presidential Lounge	Part Time	Assists restaurant servers to do table maintenance, clean and reset tables. Serves beverages, carries large trays of food, sets up and breaks down service stations.
Host	Las Campanas	Part Time	Under managements supervision, coordinates the daily activities of the restaurant to provide fast and courteous service to patrons by performing the following duties.
Server	Las Campanas	Part Time	Provides prompt, friendly and courteous service to hotel guests, including being able to suggest and describe menu items to guests, and have full knowledge of all menu items and prices. Communicates clearly and effectively.

Busser	Las Campanas	Part Time	Assists restaurant servers to do table maintenance, clean and reset tables. Serves beverages, carries large trays of food, sets up and breaks down service stations.
Food Runner	Las Campanas	Part Time	This position is responsible for delivering food from kitchen to guests of the lounge/restaurant/banquet in a timely manner.
Bartender	Las Campanas	Part Time	Customer and wait staff service, to include educating and serving customer to exceed guest expectations of high quality, friendly service.
Duane's Line Cook	Kitchen - Duane's	Full Time	Plan, prep, set-up and provide quality service in all areas of food production for menu items and specials in the designated outlets in accordance with standards and plating guide specifications. Maintain organization, cleanliness and sanitation of work areas and equipment.
MIR Line Cook	Kitchen - MIR	Full Time	Plan, prep, set-up and provide quality service in all areas of food production for menu items and specials in the designated outlets in accordance with standards and plating guide specifications. Maintain organization, cleanliness and sanitation of work areas and equipment.
Las Campanas Line Cook	Kitchen - Las Campanas	Full Time	Plan, prep, set-up and provide quality service in all areas of food production for menu items and specials in the designated outlets in accordance with standards and plating guide specifications. Maintain organization, cleanliness and sanitation of work areas and equipment.
Security Agent	Security	Full Time	Performs protective and enforcement functions in a courteous and restrained manner in coping with emergencies, undesired conduct, disturbances and threats to life and property to maintain a safe and secure environment.

We are an Equal Opportunity Employer/M/F/D/V