



**Job Title: Food Service Supervisor Room 500**

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Food Service

Job Number: 2014-0057

**Job Description:**

Supervises daily food service operations to ensure that goals and standards of unit/department are met. Ensures compliance with all applicable regulatory agencies, department quality monitors and targets and corporate and departmental policies and procedures. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications:**

Associate Degree in Food Service or a high diploma and a minimum of three years experience in a supervisory capacity in foodservice operations (retail, business, and healthcare).

Illinois Department of Public Health and City of Chicago Sanitation Certification required within Nine months of hire.

Experience as a Sous/Executive Sous Chef preferred  
Competent in preparation of spreadsheets, data bases, word processing.

Ability to supervise multiple employees performing multiple tasks, self directed, strong interpersonal skills, organization skills, problem solving, creative, verbal skills, conflict resolution, aware of daily department operations and able to identify unusual situations that arise, manage stress effectively.

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils and computer keyboard, able to communicate using a variety of audio-technology, will involve long periods of sitting, standing or walking (about 90%).

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**Job Title: Patient Food Service Assistant**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Specialty:

Job Number: 2014-0124

**Job Description:**

PATIENT FOOD SERVICE ASSISTANT - PART-TIME (rotating shift- 4:00am-10:00pm)

Performs food service related activities to ensure patient satisfaction. Ensures food service sanitation and Quality Control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

H. S. Diploma or GED required.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within nine months of hire

Foodservice and customer service experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Able to perform as an active team player, Customer Service Orientation:

Enjoys working with people/patients

Good interpersonal skills, outgoing personality, positive and pleasant demeanor at all times

Able to demonstrate basic math and computer skills

Able to work independently without direct supervision

Exhibit critical thinking and decision making skills.

Must be able to lift 30 - 50 pounds and push or pull a cart of food trays.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, reaching, lifting, pushing and pulling

Able to communicate with patients and staff using a variety of audio-technology

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## **Operator II**

Location: Chicago, IL      Education:  
Experience:      Salary: Unspecified  
FLSA Status: Non-Exempt      Hours: FULL-TIME  
Position Summary:

One of the main keys to maintaining our fantastic organization here at Shedd is our Facilities team. Right now, we are looking to add a team player that can help support our organization from the inside out!

This is a responsible Operator II, Full-time position. This position conducts a routine and on-going assessment of both the Life Support Systems and Base Building operations. S/he performs tests and analyzes data to assure the proper functioning of departmental equipment. The Operator I monitors operation of the mechanical /electrical equipment.

This position assures that the operations of Shedd Aquarium are efficient and continuous.

### Responsibilities and Duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Minimum of high school diploma or equivalent.

Experience: Minimum of three years' previous experience with filtration systems, water sampling and testing required.

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### **Engagement Specialist**

Location: Chicago, IL      Education:  
Experience:      Salary: Unspecified  
FLSA Status: Exempt      Hours: FULL-TIME

#### Position Summary:

The Engagement Specialist uses creativity and a passion for the natural world to design, implement and evaluate a program suite to increase the ability and confidence for learners to connect others to the natural world and to maximize guest impact. S/he will use learner-centered teaching, mentoring and coaching strategies and tools to meet departmental goals and outcomes. This specialist is the primary contact and coach for the interpretive volunteer team, pre-professionals, (including work-study teens) and adult professionals.

#### Responsibilities and Duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Fulfill other duties as required

#### Qualifications:

Education: Bachelor's degree in interpretation, science/environmental studies, education, museum studies or a related field

#### Experience:

- This position must be able to work irregular hours including evening, weekends and holidays
- Minimum 2 years of experience teaching and/or interpretation in either a formal or informal education setting
- Experience working with families and adult learners including teens
- Experience working in team-based environments
- Excellent organizational and time management skills
- Excellent written and oral communication skills
- Experience with program and/or training development

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### **Training and Recruitment Specialist**

Location: Chicago, IL      Education: College Graduate  
Experience:      Salary: Unspecified  
FLSA Status: Exempt      Hours: FULL-TIME

#### Position Summary:

This is a professional training and recruitment position. This position is focused on designing, implementing and evaluating a training suite to increase the ability and confidence of learners to connect others to the natural world and to maximize guest impact. S/he will use learner-centered training techniques, mentoring and coaching strategies and tools to meet departmental goals and outcomes. S/he will also attend both on-site and off-site recruitment opportunities to cultivate and maintain relationships. This specialist is the primary contact and coach for the interpretive volunteer team, work-study teens and pre-professionals.

#### Qualifications:

Education: Bachelor's degree in interpretation, science/environmental studies, education, museum studies or a related field

#### Experience:

- This position must be able to work irregular hours including evening, weekends and holidays
- Minimum 2 years of experience teaching and training in either a formal or informal education setting
- Experience working with families and adult learners including teens
- Experience working in team-based environments
- Excellent organizational and time management skills
- Excellent written and oral communication skills
- Experience with program and/or training development

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### **Cashiers Associate**

Location: Chicago, IL

Requisition ID: 205-775988

Posting Date: 2/5/2014

Shift: Flexible

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 500 stores, we're always looking for good talent that can drive results.

#### **GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

#### **RESPONSIBILITIES:**

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining
- outstanding standards, solid product knowledge and all other aspects of customer service
- Maintain an awareness of all promotions and advertisements
- Accurately and efficiently ring on registers and
- accurately maintain all cash and media at the registers
- Communicate customer requests to management
- Enter all media from register into the tally program
- Maintain orderly appearance of register area and supplies stocked
- Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4232737>

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### **Loss Prevention Assoc/Clerk**

Location: Chicago, IL

Requisition ID: 838-781707

Posting Date: 2/20/2014

Shift: Flexible

Responsibilities: •Patrol the store and stand at assigned locations in Burlington Coat Factory Loss Prevention Uniform jacket to create a professional and demonstrative visible Security presentation to Customers and Associates •Detect and deter individuals involved in dishonest or illicit activity in the store. The physical detention of individuals responsible for shoplifting is required as necessary. •Investigate and resolve internal theft cases at the direction of Loss Prevention Management •Conduct routine inspections of the facility to maintain physical security and protection of assets •Monitor closed circuit television systems, if applicable •Complete required audits and inspections and provide accurate documentation of results. •Represent Burlington Coat Factory in court proceedings associated with Loss Prevention apprehensions and investigations when necessary. •Enforce company standards as they relate to security and safety procedures •Participate in the training of new hire associates in matters of loss prevention and safety procedures. •Conduct safety inspections and communicate hazards to key holder on duty •Ensure physical security by controlling access of associates and visitors •Participate in the store's Shortage Control and Safety programs •Execute directives as assigned by Regional Loss Prevention Manager or Store Management.

Skills and Competencies: Ability to provide outstanding customer service  
Ability to communicate effectively, both written and verbal.  
Ability to execute assigned responsibilities in difficult and stressful situations.  
Ability to maintain a fair, consistent set of standards, using judgment and discretion and adhere to all company and department policies and procedures.  
Ability to communicate in a clear, concise, understandable manner, and listen attentively to others. Ability to operate all equipment necessary to perform the job  
Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above.

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## **Store Management Opportunities**

Location: Chicago, IL

Requisition ID: 4192235

Posting Date: 1/16/2014

Shift: FT

**General Purpose of Position:** As the leader of the management team, the Store Manager has ultimate responsibility over operation and performance of one, multi-million dollar store location. The Store Manager is a leader who exercises judgment and uses discretion to solve problems, make informed decision and manage wisely. Responsibilities include driving sales and customer service; ensuring proper merchandising standards, controlling expenses and payroll budgets, managing the associate experience and handling personnel issues. A Store Manager is a role model and must manage the workforce and time wisely in order to achieve maximum results.

**General Purpose of Position:** As part of the store management team, the Merchandise Manager is responsible for the day-to-day management of specific sales departments and all associates therein. The MM is a leader who exercises judgment and uses discretion to solve problems, make informed decisions and manage wisely. The Merchandise Manager will manage the merchandising efforts for the store to maximize sales and profit – identify sales trends and make recommendations to address opportunities to the regional team. The Merchandise Manager will manage teams of associates who flow merchandise to the selling floor, markdown merchandise, execute merchandising plans as well as sign and recover the store. As part of the store management team, the MM will assist in management of all areas of store operations when needed.

Ideal candidates will be self motivated, team players, with strong planning, organizational, communication (verbal & written), team building and customer service skills with the desire to succeed. The management team must have the availability to work a full-time schedule and the hours required to drive the business which includes opening and/or closing the store and working nights, weekends, and holidays. We care about our employees, have a supportive environment that values trust and respect and offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/store-management-opportunities-chicago-illinois-job-4192235>

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**Sales Representative (Job Number: F0001A91)**

*Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603*

A Sales Manager with Hilton Hotels and Resorts is responsible for representing the hotels services and facilities to prospective clients and customers in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Sales Manager, you would be responsible for representing the hotel/Es services and facilities to prospective clients and customers in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Respond to sales inquiries from potential clients and customers seeking sleeping rooms, meeting space, food and beverage services, etc.
- Initiate new sales, prospects and qualifies leads and solicits potential clients
- Host and entertain clients and maintain client accounts
- Conduct property site visits and answer questions
- Determine rates, prepare proposals, negotiate contracts, service accounts and analyze lost business for the hotel(s).
- Develop sales plans and strategies to meet or exceed established revenue and room night goals
- Partner with operations departments to ensure full participation in servicing accounts

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**Room Attendant (Job Number: HOU014NS)**

*Work Locations: Hilton Chicago O'Hare Airport O'Hare International Airport Chicago 60666*

A Room Attendant with Hilton Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brands reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

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**PT Nail Professional (Job Number: SPA0117A)**

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A Nail Technician with Waldorf Astoria Hotels and Resorts is responsible for providing professional nail care treatments for guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Nail Technician, you would be responsible for providing professional nail care treatments for guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Provide professional nail care treatments to include, but not limited to, polish applications, manicures, pedicures, paraffin treatments, acrylics, etc. in accordance with state, local and company health and safety regulations
- Utilize, maintain and conduct inventory of supplies and products and equipment
- Maintain cleanliness of work area
- Ensure product knowledge
- Maintain records as required by federal, state, local and company regulations
- Respond to guest inquiries and requests and resolve guest service issues in a timely, friendly and efficient manner
- Perform general Spa duties, as needed

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**Pot Washer (Job Number: F0001AB2)**

*Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605*

Cleans pots, pans, skillets, and cooking utensils. Transports them to and from home location to cooks. Cleans and mops area floors and surroundings.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

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**CAFETERIA WORKER**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC FOOD & NUTRIT SER  
Schedule Full-time  
Shift Day/PM rotation  
Hours AM/PM  
Location Joliet, IL  
Req Number 125630

Job Details

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Ring up cafeteria purchases and accept payments by cash, credit card, quick charge and voucher.
- B. Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation, etc.
- C. Verify cafeteria deposits after closing register.
- D. Clean dining area.
- E. Train staff and assist with developmental issues.

Excellent people skills a must!

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=172568>

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**Mgr Guest Services (Job Number: FRO016N8)**

*Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611*

A Guest Services Manager with Waldorf Astoria Hotels and Resorts is responsible for managing the Guest Services operations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As Guest Services Manager, you would be responsible for managing the Guest Services operations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Manage all Guest Service operations to include, but not limited to, guest luggage and package storage and delivery, message delivery, valet and parking services, gratuity distribution, systems management, budget and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Oversee daily operations in all Guest Services departments
- Manage administrative projects and ensure adherence to established quality standards
- Monitor and develop team member performance to include, but not limited to, providing supervision, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Monitor and assess service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Recruit, interview and train team members

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**FT Server In Room Dining (Job Number: F0001ACR)**

*Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611*

A Room Service Server with Waldorf Astoria Hotels and Resorts is responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Room Service Server, you would be responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotelÆs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Set up room service trays and tables to prepare for incoming orders
- Retrieve checks, set tables according to specifications, retrieve food and beverage orders from the kitchen and bar and deliver food to guest rooms and meeting rooms
- Serve meals to guests, collect guest trays and respond to guest requests in a timely, friendly and efficient manner
- Present checks to guests and obtain payment
- Return payments/signed checks to order taker
- Perform order taker duties and answer room service telephone, as needed
- Serve alcoholic/non-alcoholic beverages in accordance with federal, state, local and company regulations

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**Food & Beverage Manager (Job Number: EMB010YF)**

*Work Locations: Embassy Suites Chicago - Downtown/Lakefront 511 Columbus Drive, Chicago 60611*

Directs and organizes the activities of the Food & Beverage departments to maintain the high standards of food and beverage quality, service and marketing to maximize profits through outstanding customer service. Plans and directs the functions of adminis

What will it be like to work for this Hilton Worldwide Brand?

Embassy Suites by Hilton has perfected the full-service, upscale, all-suite hotel.

Built on a long-standing legacy that is both inviting and comfortable, Embassy Suites properties provide guests with More Reasons to Stay, offering open-air atriums, complimentary cooked-to-order breakfast, spacious two-room suites and complimentary Manager's Receptions every evening.

Embassy Suites' bundled pricing ensures that guests receive enormous value at a single price.

Whether they are traveling for business, with their family, with a group, or for leisure, our guests return again and again to experience the consistently awarded, best-in-class customer service provided at Embassy Suites.

Embassy Suites is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com)

If you understand the importance of providing an inviting and comfortable experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Embassy Suites Hotels.

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**Director of Group Luxury Sales- The Waldorf Chicago, The Drake, The Conrad Chicago** (Job Number: FOO01A1V)

*Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603*

The Director of Group Luxury Sales for the Waldorf Chicago, The Drake and the Conrad Chicago, will Manage select shared group accounts. Develop shared selling opportunities such as events, marketing and promotion to the luxury group market. Closely align with Hilton Luxury Brand above property sales team and conveyance of need/strategy for these hotels. Development leads opportunities to the luxury hotels in Chicago

Description of the hotels: The Waldorf Chicago boasts stunning interiors, expansive rooms, gracious service and unique amenities that combine to create a travel experience like no other. The hotel has 166 guest rooms and 4,500 square feet of meeting space. At the Conrad Chicago our guest experience intuitive service and comfortable, upscale accommodations at this award-winning hotel perfectly located on the Magnificent Mile. The hotel has 312 guest rooms and 11,000 square feet of meeting space. The Drake, built as the nation's first urban resort, is the leader in luxury rightly situated at the top of the Magnificent Mile. Magnetized as a lavish property designed for opulence and desire we encourage our guests to indulge themselves in any of our plentiful amenities. The hotel has 535 Guest rooms and over 33,500 square feet of function space.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

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**Cook II (Job Number: KIC013F7)**

*Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605*

A Cook II with Hilton Hotels and Resorts is responsible for preparing cold food items in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton WorldwideÆs ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you understand the importance of upholding a brandÆs reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Cook II, you would be responsible for preparing cold food items in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare cold food items including, but not limited to, salads, fruits, dressings, fish items and appetizers, according to designated recipes and quality standards
- Maintain cleanliness and comply with food sanitation standards at all times
- Manage guest orders in a friendly, timely and efficient manner
- Ensure knowledge of menu and food products
- Stock and maintain designated food stations(s)
- Visually inspect all food sent from the kitchen
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations

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**Coffee Bar Attendant (Part-time) (Job Number: F0001AB3)**

*Work Locations: Hilton Chicago and Towers 720 South Michigan Ave. Chicago 60605*

A Coffee Attendant with Hilton Hotels and Resorts is responsible for greeting and serving guests beverages and/or food in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

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What will I be doing?

As a Coffee Attendant, you would be responsible for greeting and serving guests beverages and/or food in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greet guests and respond to guest requests in a timely, friendly and efficient manner
- Brew, sell, promote and prepare beverages according to established recipes and standards
- Take guest beverage orders and accurately input orders in appropriate point-of-sale system
- Maintains cleanliness of work area/outle
- Accurately total, process and collect payments from guests to include, but not limited to, using the point-of-sale system, handling money, processing credit and debit cards, making change and processing gift certificates and cards
- Requisition, stock and rotate products
- Secure and store all beverages, food and other equipment items
- Deposit cash drops, secure and balance bank and sign out/in keys

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**Banquet Houseperson (Full-Time / 3rd Shift) (Job Number: F0001A3P)**

*Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603*

A Banquet Houseperson (Full-Time / 3rd Shift) with Hilton Hotels and Resorts is responsible for setting and cleaning banquet facilities for functions in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

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What will I be doing?

As a Banquet Set-Up Attendant, you would be responsible setting and cleaning banquet facilities for functions 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:

- Set tables and chairs to meet function specifications.
- Clean meeting space including, but not limited to, vacuuming, sweeping, mopping, polishing, wiping areas and washing walls before and after events

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**Assistant Restaurant Manager- 720 South Bar & Grill (Job Number: F0001AEA)**

*Work Locations: Hilton Chicago and Towers 720 South Michigan Ave., Chicago 60605*

An Assistant Restaurant Manager with Hilton Hotels and Resorts is responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) in the hotels continuing effort to deliver outstanding guest service.

What will I be doing?

As an Assistant Restaurant Manager, you would be responsible for assisting the manager in directing and organizing the activities and services of a hotel food and beverage outlet (restaurant, lounge, room service, coffee shop, etc.) to deliver an excellent guest experience. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Assist in the management of operations to include, but not limited to, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, conducting counseling and evaluations and delivering recognition and reward
- Assist in monitoring and assessing product quality and service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Ensure compliance with health, safety, sanitation and alcohol awareness standards
- Assist in initiating and implementing marketing and up-selling techniques to promote restaurant food and beverage and services and to maximize overall revenue
- Assist in recruiting, interviewing and training team members
- Act in the absence of the manager, as needed

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