



The Saint Paul Hotel

350 Market Street, St. Paul, MN 55102

Job Line: 651-228-3823 ext. 1

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www.saintpaulhotel.com

Career Opportunities

1/20/12

Management/Administrative

Assistant Banquet Manager: Salary DOQ. Full time position. Variable schedule of shift dates and times.

Duties: Executes banquet operations events. Works closely with clients for corporate and social events both on-site and off-site. Supervises approximately 65 full time and on-call employees. Assists in scheduling, hiring, training, payroll, and reviews. Also assists on inventories, billing, equipment management and special projects.

Experience: An Associate or Bachelor degree and/or three years of hospitality management experience is required.

M ST Café Supervisor: Pay rate DOQ. Full time position. Varying schedule of AM, Mid, and PM shifts including weekends and holidays. Assists the M ST. Café management team in coordinating food service activities by performing supervisory duties in addition to those of Host/Hostess for M ST. Café, Lobby Coffee, Lobby Tea and Room Service.

Duties: In conjunction with the F&B Management team directly supervises 10-20 employees in M ST. Cafe and Room service. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include; training employees; planning, assigning and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

Experience: Hospitality degree or five years full service restaurant experience with one to two years' management experience and/or training; or equivalent combination of education experience.

Rooms & Guest Service Openings

Guest Services Representative: Full time position. Flexible A.M., Mid and P.M. shifts.

Duties: Register guests; reconcile guest accounts, cash handling, process guest requests with excellent customer service skills, up-selling, working telephones and other duties as assigned. A positive attitude, smile and great communication skills are crucial to this position.

Experience: Being articulate, well groomed and having a strong desire to provide guests with luxury service in a great upscale environment is necessary. High school diploma preferred.

Night Auditor: Pay rate/hr DOQ. Part time position. 2-3 nights/week; 11pm – 7:30am; candidate must be available to work weekends and other nights as needed including holidays; flexibility preferred. Some training will take place during daytime/evening hours.

Duties: Perform nightly audit; ensure hotel balanced each evening, perform front desk functions, run express check-out folios & registration cards; prepare front desk for next business day.

Experience: Excellent customer service skills; ability to work without close supervision; fluent in all Microsoft Office suite of applications (Excel, Word, Outlook, etc.), Computer savvy; Strong attention to detail; Works well overnight; able to work a full 8-hour shift standing; Excellent cash-handling skills. Previous experience a plus!

Bellman/Van Driver: \$7.25/\$10.00/hr. Full time position. Varying schedule of day time and evening shifts on weekdays, weekends, and holidays.

Duties: The primary responsibility of the Bell Person is to work the bell podium by writing tickets for baggage, help with luggage, and appropriately place guest luggage in the guest rooms. Taking tickets for baggage and any items left by the guest and answering guests' questions. Handle guest luggage from the point of arrival at the hotel to their assigned room and departure of the hotel as well as anticipate guests needs, respond promptly and acknowledge all guests. Be familiar with all hotel services/features and local attractions/activities to respond to guest inquiries accurately. All duties are to be performed in accordance with departmental and company policies, practices, and procedures.

Van Duties: Drives Hotel van and Town Car to transport hotel guests.

Experience: Being articulate, well-groomed and having a strong desire to provide guests with luxury service in a great upscale environment are necessary. High School diploma preferred. Must be able to communicate effectively in English. Must be able to lift up to 75lbs, push up to 150lbs. Must have valid drivers license and must be able to pass a drug test.

Room Attendant: \$10.74 per hour. Full time position. Varying schedule of day time shifts including weekends and holidays.

Duties: Cleaning guestrooms to the standard of The Saint Paul Hotel. This includes making beds, cleaning bathrooms, vacuuming, dusting, cart and closet organization.

Experience: Room cleaning or hotel experience is helpful. Must be able to speak, understand, and read English.

Restaurant, Kitchen, & Banquets

Grill Wait Assistant: \$9.04/hr plus tips. Full time position. This position is a daytime position and includes weekdays, weekends and holidays.

Duties: Support the service staff in table maintenance, clearing tables, resetting tables, and carrying and emptying bus tubs to the dish room. This position involves bending, lifting, standing up long periods of time, and carrying upwards of 50lbs on a regular basis.

Experience: 1-2 years experience as a busser in a fast paced, fine dining restaurant or a related field preferred. Candidates must be able to speak and understand basic English.

On Call M ST. Café Wait Assistant: \$9.04/hr plus tips. On-call position. Candidate must be available to work at least 5 days a week from 6:00 a.m. to 3:00 p.m. Number and length of shifts are scheduled based on business volume.

Duties: Clearing dishes, cleaning tables, and resetting tables. Assists servers and host/ess when needed or requested. Replenishes supply of clean linens, silverware, glassware, and dishes in dining room.

Experience: Previous bussing experience is preferred. The employee must regularly lift and/or move up to 50 pounds. Candidates must be able to speak and understand basic English.