



Sylvia Lopez: Area Director of

Human Resources

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9/27/18

Positions	Department	#of positions	Qualifications
AM or PM Banquet Steward	Kitchen	1	The banquet steward is responsible for keeping equipment inventory, maintain the china clean, polishing silverware and taking proper care in storing dishware and minimize breakage. Set up wares for Banquet functions, retrieve and wash soiled wares, transport supplies and food to Banquet service areas and assist the Kitchen with plating up of Banquet meals. Complete other special cleaning projects as assigned and following Hotel specifications and standards. Flexible schedule.
Banquet house Person	Banquets	2	Responsible for setting up for catering events at the hotel. Help managers with assisting guests with special requests, all while maintaining the Hotel Maya service Standards. Must be able to communicate with all guests. Previous experience is preferred. Lifting of 50lbs and constant standing required. Must have a flexible schedule.
AM/PM Prep cook	Kitchen	2	Delegate's job tasks to line cooks when necessary. Ensures all dishes are prepared and presented in accordance with standards recipes and presentations established by the chef. Breaks down dinner foods. Communities with chef on production status for the next day before completing shift. Cleans and organizes workstation maintains a clean and sanitary culinary environment in compliance with all local and federal health codes,
Restaurant Host	Fuego	1	Responsible for answering phones, assisting guests with reservations, seating, and special requests. Maintain the service standards. Experience in related field preferred. Must have a flexible schedule.

House person	Housekeeping	3	Responsible for maintaining all linen closets with linen and other guest supplies. Maintains carpets and flooring throughout the property, mainly in public areas. Removes linen and trash from Room Attendant carts and assists Room Attendants with other duties as required. Responsible for trash removal and disposal from public areas. Assists with a variety of guest requests when requested. Must have flexible schedule able to work weekends and holidays.
Room attendant	Housekeeping	3	Clean all assigned guestrooms including dusting, making beds, removal of soiled linens, window cleaning. Replenishment of towels and anything else the room needs. Must use cleaning supplies properly. Must have excellent communication and organization skills, must work well with others and be reliable with the ability to focus on guest needs, remaining calm and courteous at all times
Kitchen Steward	Kitchen	1	Clean and sanitize ovens, steam kettles, mixers and other kitchen equipment as well as all the kitchen drains, sinks, floors, walls, china, glass, and silver and store properly. Clean and sanitize, dust sweep, mop, polish, scrub, wash, strip, and buff kitchen production areas and hallways. Must have flexible schedule.
Restaurant busser	Fuego	3	Wipe tables or seats with dampened, sanitized cloths and replace dirty tablecloths. Set tables with clean linens, condiments, or other supplies. Scrape and stack dirty dishes and carry dishes and other tableware to kitchens for cleaning.
Public area attendant	Housekeeping	1	Primary job duties include but are not limited to cleaning and maintaining guest rooms, bathrooms, Public areas, work areas, furnishings and carpets. You will process remaining laundry and make baskets for housekeepers who work the next shift. Will respond to any guest request delivering amenities, extra supplies and cleaning request. Skills needed will be efficiency, awareness of safety precautions for cleaning supplies, attention to detail and ability to work independently. You will have to have physical stamina to work as a Guest are attendant because much of the work consist of walking, standing, bending over or scrubbing.