



THE RITZ-CARLTON

BOSTON

EMPLOYMENT OPPORTUNITIES

October 1, 2021

Ladies and Gentlemen who are interested in any of the opportunities listed below are invited to read the full job descriptions and submit applications via mhub.marriott.com. If you have a referral for one of the openings, the candidate can apply via <http://www.marriott.com/careers> and include your name for the referral.

HOURLY POSITIONS:

COOK III – KITCHEN - FULL TIME /JOB ID #21059850- HOURLY

Others may call you a foodie, but you know you're much more than that. You want to learn all the tricks of the trade and be the master of the kitchen. When you join us, you'll find that there are no limits on your creativity or your potential. We inspire you to grow and challenge yourself because when you are pursuing excellence, you're helping us to provide exceptional travel experiences. Prepare fresh ingredients for cooking according to recipes/menu, Cook food and prepare top-quality menu items in a timely manner, Test foods to ensure proper preparation and temperature, Operate kitchen equipment safely and responsibly, Ensure the proper sanitation and cleanliness of surfaces and storage containers.

GENERAL ACCOUNTANT – FINANCE AND ACCOUNTING - FULL TIME /JOB ID #21092531 - HOURLY

Check figures, postings, and documents for accuracy. Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures. Record, store, access, and/or analyze computerized financial information. Classify, code, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, and/or computers. Prepare, maintain, audit, and distribute statistical, financial, accounting, auditing, or payroll reports and tables. Complete period-end closing procedures and reports as specified. Prepare, review, reconcile, and issue bills, invoices, and account statements according to company procedures. Follow-up and resolve past due accounts and vendor invoices until payment in full is received or resolved. Prepare daily consolidated deposits of cash received by all cash handling employees. Document, maintain, communicate, and act upon all Cash Variances. Prepare, maintain, and administer all cashier banks and contracts.

COMMUNICATIONS AGENT (OVERNIGHT)– PBX - FULL TIME /JOB ID #21103039 - HOURLY

Operate telephone switchboard station in order to answer telephone calls and monitor busy or unanswered lines. Process guest requests for wake-up calls, screening calls, do not disturb, call forwarding, conference calls, TDD relay calls, and non-registered guest calls. Answer, record, and process all guest calls, messages, requests, questions, or concerns. Contact appropriate individual or department (e.g., Bellperson, Housekeeping) as necessary to resolve guest call, request, or problem. Follow up with guests to ensure their requests or problems have been met to their satisfaction. Supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest and activities. Review shift logs/daily memo books and document pertinent information in logbooks. Notify Loss Prevention/Security of any guest reports of theft. Report accidents, injuries, and unsafe work conditions to manager. Follow all company policies and procedures, ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company

standards, anticipate and address guests' service needs, and thank guests with genuine appreciation. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, and support team to reach common goals. Comply with quality assurance expectations and standards. Read and visually verify information in a variety of formats; stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

ENGINEER I – ENGINEERING/FACILITIES MAINTENANCE - FULL TIME /JOB ID # 21104077 - HOURLY

Respond and attend to guest repair requests. Communicate with guests/customers to resolve maintenance issues. Perform preventative maintenance on tools and equipment, including cleaning and lubrication. Visually inspect tools, equipment, or machines. Carry equipment (e.g., tools, radio). Identify, locate, and operate all shut-off valves for equipment. Maintain maintenance inventory and requisition parts and supplies as needed. Record information for unfinished calls prior to shift change. Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications; and properly store flammable materials.

HOUSEKEEPING ATTENDANT - HOUSEKEEPING - FULL TIME /JOB ID # 21107462 - HOURLY

Respond promptly to requests from guests and other departments. Fill cart with supplies and transport cart to assigned area. Enter guest rooms following procedures for gaining access and ensuring vacancy before entering. Replace guest amenities and supplies in rooms. Replace dirty linens and terry with clean items. Make beds and fold terry. Clean bathrooms. Remove trash, dirty linen, and room service items. Check that all appliances are present in the room and in working order. Straighten desk items, furniture, and appliances. Dust, polish, and remove marks from walls and furnishings. Vacuum carpets and performs floor care duties (e.g., in guest rooms and hallway).

BARTENDER- ARTISAN BISTRO - FULL TIME /JOB ID # 21109445 - HOURLY

Prepare drink orders for guests according to specified recipes using measuring systems. Issue, open, and serve wine/champagne bottles. Set up and maintain cleanliness and condition of bar, bar unit, tables, and other tools. Prepare fresh garnishes for drinks. Stock ice, glassware, and paper supplies. Transport supplies to bar set-up area. Wash soiled glassware. Remove soiled wares from bar top and tables and place in designated area. Anticipate and communicate replenishment needs. Process all payment methods. Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. Secure liquors, beers, wines, coolers, cabinets, and storage areas. Complete closing duties. Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees. Ensure adherence to quality expectations and standards. Read and visually verify information in a variety of formats (e.g., small print). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move through narrow, confined, or elevated spaces. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

MANAGEMENT POSITIONS:

SOUS CHEF - CULINARY & FOOD AND BEVERAGE - FULL TIME /JOB ID #21087333

Accountable for the quality, consistency and production of the restaurant kitchen. Exhibits culinary talents by personally performing tasks while leading the staff and managing all food related functions. Coordinates menus, purchasing, staffing and food preparation for the restaurant(s). Works with team to improve guest and employee satisfaction while maintaining the operating budget. Must ensure sanitation and food standards are achieved. Develops and trains team to improve results.

CHEF DE CUISINE– CULINARY & FOOD AND BEVERAGE - FULL TIME /JOB ID #21095984

Accountable for the quality, consistency and production of the restaurant kitchen. Exhibits culinary talents by personally performing tasks while leading the staff and managing all food related functions. Coordinates menus, purchasing, staffing and food preparation for the property's restaurant. Works with team to improve guest and employee satisfaction while maintaining the operating budget. Must ensure sanitation and food standards are achieved. Develops and trains team to improve results.

DIRECTOR OF SALES & MARKETING– SALES & MARKETING - FULL TIME /JOB ID #21096027

Functions as the leader of the property's sales department for properties with bookings over 300 peak rooms and significant local catering revenue. Manages the property's reactive and proactive sales efforts. Provides day to day leadership to sales associates to achieve property sales objectives with overall responsibility for achieving booking goals and property revenues. Implements the brand's service strategy and applicable brand initiatives in all aspects of the sales process and focuses on building long-term, value-based customer relationships that enable achievement of the hotel's' sales objectives. Evaluates the property's participation in the various sales channels (e.g., Area Sales, Group Sales within the Sales Office, electronic lead channels, etc.) and develops strong working relationships to proactively position and market the property. Manages the marketing budget to enable development of property specific campaigns, promotions and collateral to drive revenue and meet property objectives. Interfaces with regional marketing communications for regional and national promotions pull through. Develops and implements property-wide strategies that deliver products and services to meet or exceed the needs and expectations of the brand's target customer profile and property associates and provides a return on investment to the owner and Marriott International.

ASSISTANT FRONT OFFICE MANAGER – FRONT OFFICE - FULL TIME /JOB ID #21105839

Assists the Front Office Manager in administering front office functions and supervising staff on a daily basis. Front office areas include Bell/Door Staff, Switchboard and Guest Services/Front Desk. Position directs and works with managers and employees to carry out procedures ensuring an efficient check in and check out process. Verifies guest and employee satisfaction and maximizes the financial performance of the department.