



CURRENT JOB OPENINGS

January 30, 2012

Applications are available: Monday- Friday from 10:00 AM to 4:00 PM

Position	Full/ Part Time	Requirements	Schedule
Food & Beverage- Chef	Full Time	As a Food & Beverage-Chef, duties and responsibilities include in the kitchen, restaurant, bar and catering events. The most important of these is to ensure that the quality culinary dishes are served on schedule and to see that any problems that arise are rectified. As such, schedule and receive food and beverage deliveries. Oversee budgets and payroll records, and review financial transactions in order to ensure that expenditures are authorized and budgeted. Review work procedures and operational problems in order to determine ways to improve service, performance, and/or safety. Review menus and analyze recipes in order to determine labor and overhead costs, and assign prices to menu items. Record the number, type, and cost of items sold in order to determine which items may be unpopular or less profitable. Plan menus and food utilization based on anticipated number of guests, nutritional value, palatability, popularity, and costs. Create specialty dishes and develop recipes to be used for both bar and restaurant	Varies
Sales Administrative Assistant	Full Time	<p>This position reports to the Director of Sales and Marketing and works with the entire sales team. Responsible for all secretarial duties in the Sales office such as answering phones, typing proposals & letters, filing, assist and help respond to leads, handle invoices & commissions for agencies, assist with BEO's for EMM, and all other clerical duties for the Sales Office.</p> <p><u>JOB REQUIREMENTS:</u></p> <ul style="list-style-type: none"> - College graduate preferred - Previous Administrative experience, in hospitality a plus - Solid knowledge of Microsoft word, and excel. Knowledge of power point a plus - Delphi knowledge a plus - Flexible and ability to adjust to priorities changing - Able to work in a fast pace environment - Able to multi task - Excellent communication skills 	Mon-Fri

If you are a current Associate and would like to be considered for any of the positions listed above, please come to the Human Resources Office and request a Transfer Form. A Transfer will be considered based on your work history and experience.

This listing is subject to change

EOE/M/F/V/D

9750 Airport Blvd.

Los Angeles, CA 90045

Thank you for your interest in the Four Points Sheraton LAX.



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Position	Full/ Part Time	Requirements	Schedule
Houseman	Full Time	Candidate must be a team player, be flexible in schedule and be able and willing to work weekends. Must have excellent communication skills, customer service skills and proficient multitasking skills. Previous experience preferred. Responsibilities include assisting room attendants, replenish room attendant carts. Must be able to vacuum and clean carpets met by hotel standards. Perform proper handling of all chemicals. Experience preferred.	Varies
Security Officer	Part Time	Provide a visual security presence to ensure that all guest and staff are safe. The responsibilities also include; patrol hotel property, compose incident reports and accident reports. Must have excellent communication skills this includes reading, writing and able to interact with guest and staff in the primary language in the work place. Must have valid guard card.	Varies

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