



Career Opportunities at The Charles Hotel Harvard Sq. Cambridge, MA

as of Nov 23, 2009

Good Morning from The Charles Hotel! We hope you had a lovely weekend! Below please find our exciting career opportunities at The Charles Hotel. Interested applicants are encouraged to submit resumes and cover letters by visiting www.877starjob.com. Once at the Interstate Hotels and Resorts website, select -Properties-Massachusetts-. The Charles Hotel is listed under vacant positions with a -Cambridge, MA- location. To ensure you/your client is applying for the position of their interest, click the desired position and read the -Position Details- before submitting the resume. Resumes will be reviewed and candidates will be contacted should their qualifications match the needs of the hotel to set up an interview. Applicants unable to submit their resume through the Interstate Hotels and Resorts website may fill out a hard copy application in the Human Resources office at The Charles Hotel and submit it for review. Applications will then be reviewed and should their qualifications match the needs of the hotel candidates will be contacted to set up an interview. Thank you for your cooperation during this transition in our application process. We wish you the best of luck in your career search. Human Resources Team The Charles Hotel One Bennett Street Cambridge, MA 02138 www.charleshotel.com

Rialto Bartender	Requisition ID: 15499
<p>Bartenders serve beverages and food to guests in a friendly, courteous and timely manner, resulting in guest satisfaction. A minimum of one year of bartending experience is required.</p> <p>Previous bartender experience in a fine dining restaurant required. Must have strong wine, spirits and food knowledge. Must be able to start by 3:30pm and work a flexible schedule. Must have strong communication and customer service skills. Responsible for set-up, mixing of drinks, service and clean up of bar area while enduring quality service and guest satisfaction.</p>	
Banquet Bartender	Requisition ID: 15641
<p>Bartenders serve beverages and food to guests in a friendly, courteous and timely manner, resulting in guest satisfaction. A minimum of one year of bartending experience is required.</p> <p>This is an ONCALL position. The ability to work a flexible schedule preferred.</p>	

Rialto Dining Room Attendant	Requisition ID: 15726
<p>Dining Room Attendant is a member of the Food and Beverage team and is responsible for clearing tables in accordance with IHR's standards and procedures. Requirements include: knowledge of table settings and service ware; the ability to lift and carry large, heavy trays on a continuous basis throughout the shift; as well as the ability to exert a large amount of physical activity and stand for long periods of time. Duties include: setting up; replenishing and cleaning food and beverage stations.</p> <p>Must be able to lift, push and pull up to 50 lbs. Weekends and nights are a must.</p>	

Reservations Agent	Requisition ID: 15746
<p>Reservation Agent promotes IHR rooms and services by taking inbound calls from guests interested in making a reservation. Agents must be comfortable working with computers, have minimal typing skills, excellent phone manner and a basic knowledge of geography. Reservation Agents must possess effective communication and organization skills, and have the ability to provide excellent solid customer service.</p> <p>Typically this is a Monday through Friday position. The ability to work alternating Saturday is required.</p>	

Regattabar Server (PT)	Requisition ID: 15895
<p>Cocktail Server is a member of the Food and Beverage team that assists in ensuring that IHR customer service and beverages standards are met. Hospitable, welcoming, and friendly guest service are essential requirements of the position.</p> <p>Candidate must be personable and have a professional appearance. Food and wine knowledge is preferred and must have previous experience in a similar environment.</p>	

Regattabar Host / Hostess	Requisition ID: 15896
<p>Host/Hostess works as part of a team to ensure that IHR customers receive excellent customer service. S/he is responsible for: greeting and efficiently seating guests in a restaurant that is properly maintained; supervising all staff; and maintaining a courteous and efficient operation of the dining room. Requirements include: knowledge of restaurant operations, guest relations; written and verbal English language communication skills; the ability to remember, recite and promote the variety of menu items; and the ability to effectively solve customer complaints and concerns in a friendly and positive manner.</p> <p>Must be friendly and outgoing. Must have excellent computer and communication skills. Previous host experience required. Must be able to work nights and weekends.</p>	

Henrietta's Table Server	Requisition ID: 15907
<p>Food server is a member of the Food & Beverage team. Requirements include: basic knowledge of food and beverage preparation, service standards and guest relations and etiquette; knowledge of appropriate table settings, service ware and menu items; basic English language communication skills; and the ability to carry large, heavy trays on a continuous basis throughout the shift; must demonstrate the a guest oriented and friendly demeanor.</p> <p>Must have at least three years of fine dining server experience. Must possess a friendly and professional demeanor. Strong wine knowledge required. Must be able to work in a fast paced environment.</p>	

Henrietta's Table Host / Hostess	Requisition ID: 15908
<p>Host/Hostess works as part of a team to ensure that IHR customers receive excellent customer service. S/he is responsible for: greeting and efficiently seating guests in a restaurant that is properly maintained; supervising all staff; and maintaining a courteous and efficient operation of the dining room. Requirements include: knowledge of restaurant operations, guest relations; written and verbal English language communication skills; the ability to remember, recite and promote the variety of menu items; and the ability to effectively solve customer complaints and concerns in a friendly and positive manner.</p> <p>Must be friendly and outgoing. Must have excellent computer and communication skills. Previous host experience required. Must be able to work days, nights and weekends.</p>	

Henrietta's Table Dining Room Attendant	Requisition ID: 15909
<p>Dining Room Attendant is a member of the Food and Beverage team and is responsible for clearing tables in accordance with IHR's standards and procedures. Requirements include: knowledge of table settings and service ware; the ability to lift and carry large, heavy trays on a continuous basis throughout the shift; as well as the ability to exert a large amount of physical activity and stand for long periods of time. Duties include: setting up; replenishing and cleaning food and beverage stations.</p> <p>Must have a minimum of two years DRA experience. Must be able to lift, push and pull up to 50 lbs. Weekends and nights are a must.</p>	