CROWNE PLAZA®
AN IHG® HOTEL
ALBANY – THE DESMOND HOTEL

Career Opportunities as of June 30, 2021

BANQUETS

POSITION: **Banquet House Person**
DESCRIPTION: Clean and set banquet rooms and public space for events and meetings following Department SOP's
SCHEDULE: PT Schedules; shifts vary and Monday-Sunday availability necessary

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FRONT DESK

POSITION: **Front Desk Representative**
DESCRIPTION: Ensure accurate, friendly and consistent guest service including check-in/check-out, problem solving and a smile.
SCHEDULE: Full-Time Schedule; shifts vary and Monday-Sunday availability necessary

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HOUSEKEEPING

POSITION: **Houseperson**
DESCRIPTION: Deliver and pick-up linen/trash from guest floors; assist Housekeepers; clean public space, stock supplies
SCHEDULE: Full Time Schedule; shifts vary and Monday-Sunday availability necessary.

POSITION: **Housekeeper**
DESCRIPTION: Clean guest rooms following standard operating procedures.
SCHEDULE: Full Time Schedule; shifts vary and Monday-Sunday availability necessary.

KITCHEN

POSITION: **Banquet Cook**
DESCRIPTION: Prepare hot banquet food items using proper food preparation and handling procedures following recipes and spec sheets.
SCHEDULE: Full Time Schedule; shifts vary and Monday-Sunday availability necessary.

Maintenance

POSITION: **Maintenance II**
DESCRIPTION: Provides skilled maintenance and repair services for the hotel grounds, building, and equipment.
SCHEDULE: Full Time Schedule; shifts vary and Monday-Sunday availability necessary

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RESTAURANT

POSITION: **Busser**
DESCRIPTION: Prepares, sets, cleans and resets tables for service; assists servers and completes all side work.
SCHEDULE: Full-time. Shifts vary Monday – Sunday availability required.

POSITION: **Host**
DESCRIPTION: Greet arriving guests, record reservations, seat guests by section and ensure quality appearance of room
SCHEDULE: Full-time. Shifts vary Monday – Sunday availability required.

Openings are subject to change. Employment applications can be obtained from the Human Resource Office between the hours of 8:30 am and 5:00 pm, Monday-Friday. Internal applicants should submit a letter of interest to Human Resources. Crowne Plaza Albany - The Desmond Hotel Albany, 660 Albany Shaker Rd, Albany, NY 12211 Telephone: (518) 640-6165 Fax: (518) 640-6170 Email: desmondjobs@desmondhotels.com