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**Open Opportunities
As of March 29, 2011**

For internal transfer requests:

1. Please pick up an Internal Transfer Request Form from Human Resources to complete and obtain your current manager approval.
2. If you have not already done so, please complete an on-line application as follows:
 - a. Holiday Inn: holidayinnkz.com
 - b. Radisson: radissonkz.com
 - c. Wings Stadium / Wings West: wingsstadium.com

UNIT	LOCATION	POSITIONS AVAILABLE	COMMENTS
Accounting	Radisson Plaza Hotel & Suites	Labor Analyst - Report writing, analysis and distribution - Training and review of systems and reports with units and managers - Strong computer knowledge; experience with Crystal Reports and Pivot Tables a plus - Train as payroll back-up	Full-time Availability. Only accepting internal applications at this time.
Banquets	Radisson Plaza Hotel & Suites	Server - Able to anticipate and exceed guest needs - High level of Customer Service - Strong teamwork and positive attitude	Availability needed Monday through Thursday 9am-3pm.
	Radisson Plaza Hotel & Suites	Steward/Dishwasher - Strong attention to detail - Ability to multi-task - Positive attitude and team player a must!	Part-time Availability.
Banquet Kitchen	Radisson Plaza Hotel & Suites	Cafeteria Attendant - Strong communication skills with team members - Attention to detail - Positive attitude	Must be flexible with hours worked. Need availability for seven days a week.
	Radisson Plaza Hotel & Suites	Cook - Strong communication skills with team members - Attention to detail, passionate, hard-working - Executing demands efficiently in a high volume unit	Full-time Availability. Focus will be in the bakery. Some experience preferred.
Old Burdick's Bar and Grill	Radisson Plaza Hotel/ Holiday Inn West/Wings West/Wings Stadium	Cook - Strong communication skills with Front of house associates - Attention to detail, organized and flexible in schedule hours - Executing demands efficiently in a high volume restaurant	Full and part-time Availability. Morning and evening availability.
	Radisson/ Holiday Inn West/Wings West	Dining Room Assistant - Strong attention to detail - Ability to multi-task - Positive attitude - Team player a must!	Part-time Availability.
	Radisson Plaza Hotel/ Holiday Inn West	Steward/Dishwasher - Strong attention to detail - Ability to multi-task - Positive attitude and team player a must!	

Front Office	Radisson Plaza Hotel/ Holiday Inn West	Bell Person - Quickly able to personalize and anticipate guests' needs - Enjoys cross selling - Must have a clean driving record	
	Radisson Plaza Hotel/ Holiday Inn West	Front Desk Associate - Able to multi-task effectively while maintaining a positive attitude - Quickly able to personalize and anticipate guests' needs - Enjoys suggestive selling	Full-time Availability.
	Radisson Plaza Hotel/ Holiday Inn West	Night Auditor - Able to solve guests needs quickly - Enjoys working on a team yet able to work independently - Multi-tasker with a strong attention to detail	Third shift Availability.
	Radisson Plaza Hotel & Suites	Plaza Club Lounge Attendant - Desire to build relationships with guests and create a warm, welcoming environment - Responsible for restocking the continental breakfast and evening appetizers along with bar service, as well as maintaining the concierge lounge environment and providing personalized service to hotel guests	Must have early morning Availability.
	Radisson Plaza Hotel & Suites	Team Leader - Must have a desire to lead other team members - Team player with a positive, upbeat attitude and experience in delivering demands efficiently & effectively - A passion for interaction with many guests	Full-time Availability.
Housekeeping	Radisson Plaza Hotel & Suites	Atrium Attendant - Able to successfully multi-task - Responsible for public areas, great attention to detail a must! - Able to work under pressure - Strong teamwork	All shifts open including Third Shift.
	Radisson Plaza Hotel & Suites	Floor Care - Knowledge of floors (i.e. cleaning needs of granite, wood, tile, etc) - Expectation of and ability to deliver high standards for cleanliness	Third Shift Availability.
	Radisson Plaza Hotel & Suites/ Holiday Inn West	Houseperson - Must enjoy and effectively handle performing many tasks at once - Will have frequent interactions with guests and must be able to respond quickly - Daily vacuuming of general areas - Flexible in daily duties to meet demands of business	
	Wings Stadium	Housekeeping Attendant - Able to successfully multi-task - Great attention to detail - Strong teamwork - Able to work well under pressure	Part-time Availability. 2 nd and 3 rd shifts.
	Radisson Plaza Hotel & Suites	Laundry Attendant - Must be a team player with a positive attitude - Can hold themselves accountable - Able to work in a high-paced, high-volume department	

Housekeeping cont.	Radisson Plaza Hotel/ Holiday Inn West	Room Attendant - Able to successfully multi-task - Great attention to detail - Able to work well under pressure - Strong teamwork	
	Holiday Inn West	Room Inspector - Detail oriented and ability to multi-task - Desire to develop positive relationships with co-workers - High standards of cleanliness	
Human Resources	Radisson Plaza Hotel & Suites	Administrator - Ability to establish and maintain healthy working relationships with all individuals - Ability to support and help with questions from internal and external guests, both by phone and in person - Ability to handle the completion of new hire materials and documents, and preparation for orientation and on-boarding - Ability to organize and maintain HR department records, ensuring complete accuracy and confidentiality - Preparing a variety of reports and other documents for review - Must have good judgment and decision-making skills - Able to work alone on a broad variety of projects - Must have working knowledge of relevant computer software and hardware applications - Must possess strong interpersonal communication skills - Must possess strong ability to work with computer systems - Must have strong integrity and possess solid ethics	Part-time Availability. Only accepting internal applications at this time.
Idun Spa and Salon	Radisson Plaza Hotel & Suites	Cosmetologist - Cosmetology license, as well as competencies in facials, nail services, hair cut and color, make-up and waxing - Able to recognize & fulfill guest needs quickly - Enjoys suggestive selling	
	Radisson Plaza Hotel & Suites	Estheticians - An individual who is willing to learn and eager to expand knowledge of skin care and modalities - Enthusiastic and willing to be flexible with time - Positive attitude and team player a must	Proper license.
	Radisson Plaza Hotel & Suites	Massage Therapist - Certification from a Massage Therapy School/University - Experience in different massage modalities preferred - Perform a relaxing professional massage service - Recognize and fulfill guest specific needs	
Safety and Loss Prevention	Radisson Plaza Hotel & Suites	Security Officer - Able to rapidly access any situation and come up with a resolution while remaining calm - Ability to establish genuine relationships with teammates and guests	Full-time Availability.

		<ul style="list-style-type: none"> - First Aid, CPR, AED and BBP certified is a plus - Must be strong in communication and customer service skills - Responsible to protect the employer's property, deter criminal activity, and other problems 	
Sales and Catering	Radisson Plaza Hotel & Suites	Administrative Assistant <ul style="list-style-type: none"> - Answering the Sales and Catering Office phones - Create reports for Director of Sales and Director of Catering - Create parking passes and breakfast passes - Multi task small duties & handle in-house events - Create Banquet Event Orders - Client and Guest Interaction - Support Sales, Catering and Convention Service Managers 	Only accepting internal applications at this time.
Sofia	Radisson Plaza Hotel & Suites	Designer <ul style="list-style-type: none"> - Enjoys providing the "big welcome" or "sparkle" for guests - Attention to detail & ability to multi-task - Enjoys being creative, has an "eye" for designing - Can solve problems creatively - Must be dependable and a team player 	Background in art is desirable but not necessary.
Sofia/Rio	Radisson Plaza Hotel & Suites	Sofia/Rio Team Member <ul style="list-style-type: none"> - Enjoys providing a big welcome or sparkle for the guest - Finds it easy to suggestive sell - Multi-tasker and dependable - Team player and creative 	Flexible availability.
Sydney	Radisson Plaza Hotel & Suites	Sales Associate <ul style="list-style-type: none"> - Self starter with the ability to relate to clients and build relationships - Retail or customer service experience preferred - Opportunity to network and gain experience in the fashion and wholesale industry - Ability to market & generate new client business 	Only accepting applications at this time.
Webster's	Radisson Plaza Hotel & Suites	Cook <ul style="list-style-type: none"> - Team player with great attention to detail, must have positive attitude and strong organizational skills - Able to communicate effectively with Front of the House associates - Can execute demands efficiently 	<p>Must be available nights and weekends.</p> <p>Part-time Availability.</p>
	Radisson Plaza Hotel & Suites	Dining Room Assistant <ul style="list-style-type: none"> - Strong attention to detail - Ability to multi-task - Positive attitude and team player a must! 	
	Radisson Plaza Hotel & Suites	Server <ul style="list-style-type: none"> - Strong desire to provide excellent service and exceed guest expectations - Ability to work closely with teammates - Wine knowledge preferred 	Must be available nights and weekends. Experience preferred.
Webster's cont.	Radisson Plaza Hotel & Suites	Steward/Dishwasher <ul style="list-style-type: none"> - Strong attention to detail - Ability to multi-task - Positive attitude - Team player a must! 	Part-time Availability. Must be available nights and weekends.

Wings Stadium	Wings Stadium	Building Services <ul style="list-style-type: none"> - Self-motivated, team-focused - Maintain the high quality of our 3 ice Surfaces - Mechanical, electrical, HV/AC, plumbing and other general building maintenance needs of the facility 	Must be flexible with hours worked to include evenings or week-ends.
	Wings Stadium Event Staff	Concession Worker <ul style="list-style-type: none"> - Able to anticipate and exceed guest needs in a high volume concession stand - High level of Customer Service - Strong teamwork and positive attitude 	Must be available nights and weekends.
	Wings Stadium Event Staff	Ticket Seller <ul style="list-style-type: none"> - Able to multi-task effectively while maintaining a positive attitude - Quickly able to personalize and anticipate guests' needs - Enjoys suggestive selling - High level of Customer Service - Strong teamwork and positive attitude 	Must be available nights and weekends.
	Wings Stadium Event Staff	Skate Guard, Ice Events Office Worker <ul style="list-style-type: none"> - Great attention to detail and able to - Multi-tasker - Able to create a warm welcome for guests - Ability to ice skate 	Must be available nights and weekends.
Zazios	Radisson Plaza Hotel & Suites	Cook <ul style="list-style-type: none"> - Attention to detail, organized, positive attitude, team player - Strong communication skills with Front of the House associates - Executing demands efficiently 	Afternoon, evening and weekend availability. Experience preferred.
	Birmingham (Southeast Michigan)	Food Runner <ul style="list-style-type: none"> - Strong team player with a desire to excel in customer service - Organized and efficient - Ability to work in a fast-paced environment while maintaining a positive attitude 	
	Radisson Plaza Hotel/ Birmingham (Southeast Michigan)	Host/Hostess <ul style="list-style-type: none"> - Desire to deliver high level of Customer Service - Ability to answer phones, take reservations, etc. (multi-tasking) - Able to create an immediate connection with our guests 	Part time Availability.
	Radisson Plaza Hotel & Suites	Server Assistant <ul style="list-style-type: none"> - Desire to serve guests in a team friendly atmosphere - Must have positive attitude - Ability to work closely with teammates - Strong desire to exceed guests needs 	Part time Availability.
	Birmingham (Southeast Michigan)	Supervisor <ul style="list-style-type: none"> - Aid the staff in cleaning, re-setting, beverageing, and running food for the guest - Maintain a strong visual presence on the floor, especially during peak business times - Resolve and guest issues that may occur, leaving the guest with a positive experience - Be available to all front of the house and back of house associates to answer questions, guide, and support them - Ensure that all associates are being productive 	

		<ul style="list-style-type: none"> and providing personalized guest experiences - Take full responsibility for the smooth, positive flow of the business with regards to both internal and external guests - Leave the restaurant clean and setup for the next shift 	
Zazios cont.	Birmingham (Southeast Michigan)	Steward/Dishwasher <ul style="list-style-type: none"> - Strong attention to detail - Ability to multi-task - Positive attitude and team player a must! 	
<u>MANAGEMENT</u>			
Old Burdick's Bar and Grill	Radisson Plaza Hotel & Suites	Assistant General Manager <ul style="list-style-type: none"> - Leading talented people in a high volume, fast paced, casual dining restaurant, to achieve profitable return to the owner, world class guest loyalty, high performance culture, and continuously improving talented organization - Increase Restaurant's team's effectiveness through implementation of sound business practices and systems in high-volume arena - Develop and executes approved Burdick's business & marketing plan - Leading and supporting all facets of restaurant operations with an eye toward growth & success - Working with the GM/Director of Food and Beverage on implementing processes and standards through regular interaction with managers and staff 	
	Radisson Plaza Hotel & Suites	Sous Chef <ul style="list-style-type: none"> - Assist Executive Chef with coordination, preparation and evaluation of food quality - Assist Executive Chef with food and labor cost control by utilizing best practices and departmental procedures - Responsibilities for selecting, training, motivating and developing culinary staff - Ensuring proper sanitation, cleanliness and organization of the kitchen in accordance with our own policies and policies and those set forth by the county health department - Providing administrative support as needed to the Executive Chef - Commitment to team service, that prides on the premiere quality of guest service, standards and perfection 	
Catering	Radisson Plaza Hotel & Suites	Director of Catering <ul style="list-style-type: none"> - Be the leader for Greenleaf Hospitality Group Catering Sales Team and Catering & Convention Services for Radisson Plaza Hotel & Suites, Holiday Inn West, & Events Without Boundaries - Work hand in hand with the Executive Chef and the Director of Banquets on menu development and pricing strategies for all catering sales - Strong passion for driving revenues and guest service. Showcase efforts to motivate sales leaders in driving new business along with challenging our team to up sell all existing groups. 	

		<ul style="list-style-type: none"> - Passion to drive marketing efforts for GHG Catering. Coordinate with Marketing and Art Department on advertising efforts to increase sales and market presence of GHG Catering - Take ownership monthly forecasting of numbers as well as the monthly P&Ls within the GHG Catering Dept. Will also be responsible for taking ownership of the annual budget process 	
Engineering	Holiday Inn West	Chief Maintenance Manager <ul style="list-style-type: none"> - Provides situational leadership and guidance to all Hotel Division engineers, primarily located at the Holiday Inn West, and support personnel - Multi-dimensional communication is required - Must have high level of interpersonal skills to handle sensitive and confidential situations - Position continually requires demonstrated poise, tact and diplomacy - Must be able to work in a fast-paced ever changing environment - Practical experience in technical areas such as HVAC, electrical and/or plumbing 	
Food and Beverage	Radisson Plaza Hotel/ Holiday Inn West/Wings West/ Wings Stadium	Restaurant Manager <ul style="list-style-type: none"> - Selection, training, coaching of staff in alignment with company values - Establishing high standards of service excellence, monitoring guest/employee interaction on a daily basis - Direct and organize activities in the restaurant, banquets and kitchen - Communication and implementation of all processes as set forth by management - Ability to handle various levels of business volume in several locations at the same time - Understanding of the basic fundamentals of fiscal responsibility 	
Housekeeping	Radisson Plaza Hotel & Suites	Executive Housekeeper <ul style="list-style-type: none"> - Will coordinate 80+ staff members, laundry, lobby, atrium and supplies in order to maximize productivity of the hotel and team - Enjoy a challenging and fast paced work environment and can demonstrate the ability to make sound business decisions - Proven success in building positive and trusting working relationships - Create a culture of discipline and accountability and possess the persistent nature to sustain it - Able to maintain the standards of quality and cleanliness and uphold the standards of the Radisson Plaza Hotel & Suites - Effectively coordinate the duties and responsibilities of department supervisors - Must be able to guide and train all team members to deliver the highest level of service 	
Marketing	Radisson Plaza Hotel & Suites	Marketing Manager <ul style="list-style-type: none"> - Have all promotions organized timely and thorough communication to all parties involved - Researching and purchasing the right media for 	

		<p>the correct audience, capitalizing on opportunities for synergy between outlets and for low or no cost exposure, visionary to create marketing and advertising that make us stand out from our competition</p> <ul style="list-style-type: none"> - Build relationships with the Marketing Teams at Wings Stadium, Wings West and K-Wings in order to assist with their marketing efforts - Visionary to position Greenleaf Hospitality Group the marketing plans for the hotel, restaurants and retail outlets in order to exceed revenue goals and to represent each unit appropriately in the market place - Be the driver in searching for the new areas of opportunities for GHG to marketing their brands and services. Be an expert with social media, mobile marketing, blogs, and website analytics 	
Zazios	Radisson Plaza Hotel & Suites	<p>Restaurant Manager</p> <ul style="list-style-type: none"> - Leading the staff in an upscale, contemporary Italian-themed restaurant - Selecting talent and inspiring staff to embrace a high value added mindset for guests - Establish and sustain key, cross functional, customer-focused processes - Make recommendations for budgets, profit increase plans and business metrics 	
	Birmingham (Southeast Michigan)	<p>Sous Chef</p> <ul style="list-style-type: none"> - Assist Executive Chef with coordination, preparation and evaluation of food quality - Assist Executive Chef with food and labor cost control by utilizing best practices and departmental procedures - Responsibilities for selecting, training, motivating and developing culinary staff - Ensuring proper sanitation, cleanliness and organization of the kitchen in accordance with our own policies and policies and those set forth by the county health department - Providing administrative support as needed to the Executive Chef - Commitment to team service, that prides on the premiere quality of guest service, standards and perfection - Ability to talk in front of guests at the Chef's table and work the Chef's table in place of the Executive Chef when needed 	