

## Operations Technician

### Job Description:

The Operations technician reports directly to the Director of Operations and their duties involve work in the Engineering and Banquet departments. The Operations department is responsible for the maintenance and upkeep of the property asset and the function and execution of all meeting and events in the hotel. This position splits its time responding to guest room maintenance and preventive maintenance issues and also assists in the execution of banquet events. Banquet event duties include the setup and breakdown of all banquet equipment including chairs, tables, food and beverage and audio visual equipment.

### Requirements:

- Exhibits strong customer service skills, including multi-tasking
- Ability to learn new concepts quickly and thoroughly
- Ability to lift and move multiple tables and chairs and podiums weighing up to 75 lbs. through a crowded room with or without reasonable accommodations
- This position requires considerable physical activity on a continuous basis throughout the shift for room set up and break down with or without reasonable accommodations
- Have a basic understanding of HVAC systems (heating, ventilation and air conditioning) and other mechanical systems
- Have a basic ability to tape, blend and paint walls, corners and ceilings
- Open to cross-training and assisting in other departments as necessary

### Specific duties include, but are not limited to the following:

- Provide the highest quality of service to the customer at all times and act as an ambassador of the hotel
- Set up all meeting rooms to the specifications of the guest. This includes considerable physical activity in transporting awkward and heavy materials such as staging, tables, chairs, dance floors, etc., from storage area to meeting rooms
- Supply and replenish meeting rooms with clean supplies and food and beverage
- Promptly, effectively, and empathetically assist with guest requests
- Maintain established cleaning schedule of meeting rooms and ballrooms so the rooms stay presentable at all times
- Maintain the organization and upkeep of all banquet storage
- Develop a thorough knowledge of hotel staff, room locations, and amenities of the hotel
- Complete any other related task given by manager

**To schedule an interview or speak with a hiring manager please email inquiries to [Michael.A.Stephens@marriott.com](mailto:Michael.A.Stephens@marriott.com)**