



**WALDORF ASTORIA NAPLES
NAPLES GRANDE GOLF
OPEN POSITION LISTING – MAY 12, 2014**



MANAGEMENT:

Asst. Restaurant Manager
Director of National Accounts
Social Catering Manager

HOUSEKEEPING:

(1) LOBBY ATTENDANT - OC
(5) ROOM ATTENDANT - FT
(3) House Attendant-FT
(3) Housekeeping Floor Supervisor-FT

GUEST SERVICES:

(2) Front Desk Agent –FT
(1) Front Desk Agent - OC
(1) Concierge – OC
(1) Overnight Bell Attendant – OC
(2) PBX Operator-FT
(1) PBX Operator - OC

SECURITY:

(1)SECURITY SUPERVISOR - FT

INTERSHIPS (COLLEGE CREDITS):

(3) Guest Services Intern
PBX/Concierge/Front Desk rotation
(1)Recreation Intern

RETAIL

(1)RETAIL CLERK - OC

FOOD AND BEVERAGE/RECREATION:

(1) F&B Administrative Assistant - FT
(1) Banquet Food Runner – FT
(1) Banquet Server - OC
(3) Restaurant Server – FT
(2) Room Service Server - FT
(5) Pool Server – FT
(1) Pool Attendant - FT
(1) Tram Driver – FT
(1) Tennis Attendant – OC
(1) Recreation Activities Coord. - FT

CULINARY:

(1) Cook I-FT
(3) Cook II-FT

GOLF COURSE:

(1) BEVERAGE CART ATTENDANT - FT
(1)Spray Technician – FT

CAREER OPPORTUNITIES

WWW.HILTONWORLDWIDE.COM/CAREERS

website is most current, up-to-date listing of available positions

All applications must be submitted through our electronic, on-line system.

For office hours or assistance, call the HR department at 239-254-5685.

Hilton Worldwide is an EOE/AA/Disabled/Veteran employer.

We proudly support our US Military! Special consideration is given to applicants who are US Military Veterans, Active Duty Reservists/Guards and families of active duty military personnel

Applying for positions at the Waldorf Astoria Naples and Naples Grande Golf Club

Step 1: Log onto

www.hiltonworldwide.com/careers

Step 2: On the right side of the page under “Find a Job” click **United States** and chose your language.

Step 3: You will be brought to the “Careers” search page. Click the link for “**Basic Search**”.

Step 4: On the Job Search page, select the link for “**ALL LOCATIONS - UNITED STATES**” and click on **NAPLES**.

Step 5: You will be brought to an opportunities listing page. Click on any job title to see more information.

Step 6: Click on the job title to view the detailed job description.

Step 7: Click the “**Apply**” button at the bottom left of the job posting and register as a new user on the website.

Step 8: Create and enter your username and password. Confirm that you are not a current Hilton Team member.

Step 9: You may either upload a resume or you may proceed to apply without uploading a resume. You will also need to complete the application – filling in all blanks (including work history, salary required, reason for leaving, etc.) to be considered.

*NOTE: The on-line application has nine sections: Resume Upload, Personal Information, General Questionnaire, Qualification Questions, Basic Profile, Experience & Qualification, Attachments, Diversity, & Summary. Once you “submit” your application, you may not go back in to make changes, please review and ensure that all sections are complete prior to sending it in to us. Note that the **Submit** button will*

not be enabled until you have completed each page and then scrolled to the bottom of the Applications Review page. However, you may go back to edit your Resume & Personal Information at any time.

Step 10: After you complete, review and submit your application, you will be taken to the “**My Career Tools**” page where you can see which position(s) you have applied for. Be sure to **log out** to save your personal data.

The Waldorf Astoria Naples and the Naples Grande Golf Club are proud members of the Hilton Worldwide family of Hotels and Resorts. We pledge full support to the Affirmative Action Program and policy of nondiscrimination and equal opportunity, in compliance with Executive Order 11246, as amended, as well as applicable state and local laws. The properties recruit, hire, train, and promote persons in all job titles without regard to race, color or creed, religion, ancestry, national origin, sex, sexual preference, disability, age, marital status or status with regard to public assistance. Applicants may view the plan at Human Resources at 475 Seagate Drive.

Hilton Worldwide is EOE/AA M/F D/V employer.



We proudly support the U.S. Military!

In accordance with the US Government initiative to help our military service men and women find gainful employment when they discharge from any branch of the US Military, Hilton Worldwide, Inc., the Waldorf Astoria Naples and the Naples Grande Golf Club endeavor to help re-employ our military heroes. As a result, Hilton Worldwide has pledged to employ 10,000 military veterans, active duty and families over the next five years. Applications which indicate that they fit into one of these categories will be given preferential screening in our applicant data base. Thank you to those who serve our country!