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**Open Opportunities
As of May 10, 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.
Banquets	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. Some experience preferred.
Old Burdick's Bar and Grill	Radisson Plaza Hotel/ Holiday Inn West	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	Dining Room Assistant - Strong attention to detail - Ability to multi-task - Positive attitude and team player a must!	Part-time Availability.
	Radisson Plaza Hotel & Suites	Server - Able to anticipate and exceed guest needs in a high volume restaurant - High level of Customer Service - Strong teamwork and positive attitude	Only accepting applications at this time.
	Radisson Plaza Hotel/ Holiday Inn West	Steward/Dishwasher - Strong attention to detail - Ability to multi-task - Positive attitude - 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	Only accepting applications at this time.
	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	Only accepting applications at this time.
	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	Only accepting applications at this time.
	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	
	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	Only accepting 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	Esthetician - 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	
Rio	Radisson Plaza Hotel & Suites	Supervisor - Hold effective team huddle. Go over any special instructions and/or changes needed for the shift - Engage the guests, making sure their stay is a positive one - Maintain a <u>strong visual presence</u> on the floor - Resolve and guest issues that may occur, leaving the guest with a positive experience - Be available to all associates to answer questions, guide, and support them - Ensure that all associates are being productive and providing personalized guest experiences improving our metrics - Take full responsibility for the smooth, positive flow of the business with regards to both internal and external guests - Leave the unit clean and organized and setup for the next shift - Connect with your teammates personally to build positive and trusting relationships - Responsible for on boarding, training and coaching associates - Hold associates accountable to our standards and participate in counseling if required - Staff schedules and labor expense control - Menu wholesale and retail costing - Financial and inventory trend analysis and actions that improve unit performance	Full-time Availability.
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 - 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	Full-time Availability.

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 	
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 	Must be available nights and weekends. Part-time Availability.
	Radisson Plaza Hotel & Suites	Dining Room Assistant <ul style="list-style-type: none"> - Strong attention to detail - Ability to multi-task - Positive attitude - Team player a must! 	Must be available nights and weekends.
	Radisson Plaza Hotel & Suites	Steward/Dishwasher <ul style="list-style-type: none"> - Strong attention to detail - Ability to multi-task - Positive attitude and 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 & other building maintenance needs of the facility 	Must be flexible with hours worked to include evenings or week-ends.
	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 	Part time only with limited summer hours. Must be available nights and weekends.
Zazios	Radisson Plaza Hotel/ Birmingham (Southeast Michigan)	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.

<p>Zazios cont.</p>	<p>Birmingham (Southeast Michigan)</p>	<p>Food Runner</p> <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 	
	<p>Radisson Plaza Hotel/ Birmingham (Southeast Michigan)</p>	<p>Host/Hostess</p> <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 	<p>Only accepting applications at this time.</p>
	<p>Radisson Plaza Hotel & Suites</p>	<p>Server Assistant</p> <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 	<p>Only accepting applications at this time.</p>
	<p>Birmingham (Southeast Michigan)</p>	<p>Supervisor</p> <ul style="list-style-type: none"> - Aid the staff in cleaning, re-setting, beveraging, 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 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 	
<p>Greenleaf Trust</p> <p>Please do not apply online for this position.</p>		<p>Controller</p> <ul style="list-style-type: none"> - Coordination of payroll for Greenleaf Capital - For multiple divisions (Greenleaf Capital, 9 Catalyst entities, IT department): Monthly financial statement preparation Process vendor invoices and handle accounts payable processing Manage account receivables- including invoicing and collections Assist in preparation of year-end audit/review schedules for independent auditors Assist in preparing and summarizing financial information for various entities for tax return/reporting purposes Assist in preparing yearly budgets, and reviewing monthly against actual results Maintain fixed asset records on FAS for book, tax and personal property tax returns Process construction billings for renovation, tenant build out and new construction projects (should be familiar with AIA document standards) Process Purchase Orders Assist in tracking project costs for tax credit purposes - Assist CFO with special projects 	<p>Only accepting internal applications.</p> <p>If interested, please submit an internal transfer request form to Karen Baldwin by Friday, May 6, 2011.</p>

		- Process IT billings from vendors and invoice/collect from various Greenleaf Entities	
<u>MANAGEMENT</u>			
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. - 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 	
	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 	

		<p>departmental procedures</p> <ul style="list-style-type: none"> - 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 - Commitment to team service, that prides on the premiere quality of guest service, standards and perfection 	
Housekeeping	Radisson Plaza Hotel & Suites	<p>Operations Manager</p> <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	<p>Marketing Manager</p> <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 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 - 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 	

<p>Zazios cont.</p>	<p>Birmingham (Southeast Michigan)</p>	<p>Executive Chef</p> <ul style="list-style-type: none"> - This position is a “free standing” Executive Chefs role with a company-wide Executive Chef to report to - The ability to make your own decision quickly (no corporate office to get approval from; no corporate offices sending menus that you have to produce) - The ability to express your culinary talents on a daily basis - Be a true owner of your kitchen/staff/training menus & products - You decide on the products you buy and sell - High profile” Executive Chef position in a growing and World Class Organization - Set your own goals - Supportive organization with Leadership training, trade shows, competitions, community involvement and strength based management practices - Ability to talk in front of guests at the Chef’s table 	
	<p>Birmingham (Southeast Michigan)</p>	<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 	