



Current Available Jobs

March 13, 2017

| Department | Job Title | Status | |
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| Horticulture | | | |
| Drives | Sr Gardener | FT | Provides horticultural maintenance to assigned gardens with supervision. Responsible for participating in landscape installation and plant maintenance; knowledge of soils, plants, irrigation systems and equipment operation. Operates basic ground equipment, uses proper water techniques, able to recognize plant problems, applies fertilizers and/or pesticides. Able to work holidays/weekends. Requires valid DL. |
| Meadowlark | Horticulture Specialist | FT | The Meadowlark Gardens Horticulture Specialist primary responsibility is for the care of all woody and herbaceous plants in the outdoor garden at the Day Butterfly Center (DBC). Other responsibilities include assisting the garden area supervisor to insure proper horticulture standards are met within all other Meadowlark Gardens areas as well as the outdoor garden at DBC. Duties also include working with the Educ. Dept. on garden interpretation and assist with educational opportunities to include leading walks, tours and other programs assigned. |
| Drives | Mechanic Specialist | PT | This is a senior level position that provides the Garden Services departments with a hands on mechanic that coordinates all equipment repairs, mechanic shop operations and its related book keeping. |
| Discovery Center | | | |
| Information Desk/ Gates | Salesperson /SR | PT | Excellent customer service skills, requires cash register skills, and money transaction experience. Ability to lift up to 25 lbs and stand for long periods of time. Callaway Gardens Knowledge helpful. Able to work weekends and holidays. |
| Intern | Education | Temp | College degree being pursued in public horticulture, environmental education, biological science, landscape design or related field. Experience in another internship or summer camp preferred. Experience interacting with children a plus. |
| Gate Admission | | | |
| Gate Admission | Salesperson /SR | Temp | Excellent guest service skills, requires cash register skills, and money transaction experience. Able to work weekends and holidays. |
| Human Resources | | | |
| Human Resources | Human Resources Director | FT | Directs the functions and activities of Human Resources in areas relating to organizational development, policies and programs covering employment, compensation, benefits, performance management, recruiting and retention, Team Member relations, training, and compliance with all applicable federal, state and local laws. Contributes to Callaway Garden's profitability by serving the needs of the Team Members. The Director of Human Resources is a member of the Leadership Team. Requires 10 or more years of Human Resources experience, degree in Human Resources or related field, PHR or SPHR certification preferred. Experience in hotel or related field helpful. Long hours sometimes required. Valid driver's license required. |
| Marketing | | | |
| Marketing | Marketing Coordinator | PT | High school diploma required, College degree or equivalent experience preferred, 1-3 years administrative experience preferred; Graphic design and / or advanced computer skills a plus; Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) a must. Organizational skills, Amazing Customer Service, Positivity; Willingness to learn, can work independently; above all, a Passion for Callaway Gardens. |
| Engineering | | | |

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| Engineering | HVAC Technician | FT | Responsible for mechanical, A/C and refrigeration maintenance, repair and installation of all HVAC and refrigeration equipment and components in our guest, office common areas throughout the Callaway Gardens property. Ability to lift up to 50 lbs. and multi-task. Ability to work weekends and holidays. Valid driver's license required. |
| Engineering | Waterworks Manager | FT | Person must possess electrical-mechanical skills that will enable him/her to maintain PM programs or routine maintenance on pumps, lift station, wells/pumps, gear motors, compressors and engines and any of the controls associated with the above equipment. |
| Engineering | Maintenance Technician | FT | AM/ PM Technician is responsible for providing the basic interior maintenance of the cottages & villas. Other duties may be assigned. Responsible for performing the daily walk-thru within the designated assigned area and all paperwork associated with the job; must demonstrate professionalism at all times. Must be able to work weekends and/d holidays when asked. Work- Exerting up to 50 pounds of force occasionally and for 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Ability to stand for long hours at a time. |
| Finance | | | |
| Finance | Financial Controller | FT | Prefer prior hospitality experience. Current Controller or Assistant at a large proper in a decentralized environment. Supervision skills, experience with balance sheets, recs, closing entries, analysis, and bank recs. |
| Food and Beverage | | | |
| Country Kitchen | Lead Food Server | PT | Excellent customer service skills; supervisory experience; food server experience; ability to stand and walk for long periods of time. Able to work flexible schedule to include weekends and holidays. |
| Country Kitchen | Dining Room Attendant | Temp | Excellent customer service skills; ability to lift up to 50 lbs.; ability to stand and walk for long periods of time. Able to work weekends and holidays. |
| Country Kitchen | Server | Temp | Excellent customer service skills; supervisory experience; food server experience; ability to stand and walk for long periods of time. Able to work flexible schedule to include weekends and holidays. |
| Country Kitchen | Host/Hostess | Temp | Excellent customer service skills required when greeting & seating guests in restaurants, ability to stand and walk for long periods of time. Able to work weekends and holidays. |
| Country Kitchen | Cook 1 | Temp | Responsible for opening and the daily task of preparing meals as ordered by Guests. Responsible for the day to day operations of the Kitchen to include food preparation and cleanliness of the kitchen. Equipment safety and food safety standards are met, equipment maintenance, monitoring food cost controls, and food quality standards. Ability to work a flexible schedule to include weekends and holidays. |
| Country Kitchen | Cook 1 | PT | Responsible for opening and the daily task of preparing meals as ordered by Guests. Responsible for the day to day operations of the Kitchen to include food preparation and cleanliness of the kitchen. Equipment safety and food safety standards are met, equipment maintenance, monitoring food cost controls, and food quality standards. Ability to work a flexible schedule to include weekends and holidays. |
| Country Kitchen | Lead Line Cook AM | FT | The lead cook is responsible for the supervision and work of the culinary employees. Organize complete kitchen in the absence of the Sous Chef. Ensure all food items are prepared according to Callaway Gardens specifications, monitoring taste, visual appeal and portion size. Controls needed food items to ensure proper stock without over production. Responsible for the utilization of stock items. |
| Country Kitchen | Lead Line Cook PM | FT | The lead cook is responsible for the supervision and work of the culinary employees. Organize complete kitchen in the absence of the Sous Chef. Ensure all food items are prepared according to Callaway Gardens specifications, monitoring taste, visual appeal and portion size. Controls needed food items to ensure proper stock without over production. Responsible for the utilization of stock items. |
| Piedmont Kitchen | Executive Sous Chef/ Lodge | FT | Supervises and coordinates activities of cooks and other team members in preparing and cooking food. Minimum of 3 years culinary experience required. Must ensure standards of food quality. Ability to walk and stand for long periods of time. . Ability to work weekends and holidays. |

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| Champions Grille | Beverage Cart Attendant | Temp | Excellent Customer Service skills, prior cashier and cash handling experience. Previous F&B experience helpful. Ability to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Able to work weekends and holidays. Must have valid driver's license and be at least 21 years of age. Ability to work outdoors in all types of weather. |
| Discovery Café | Cashier | PT/Temp | Excellent customer service skills, prior cashier and cash handling experience. Previous F&B experience helpful. Ability to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Able to work weekends and holidays. |
| Guest Services | | | |
| Housekeeping | | | |
| Villa Housekeeping | Housekeeper | PT/ TEMP | Knowledge of basic cleaning skills and ability to use cleaning chemicals; able to accomplish task within a limited time period; able to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Ability to work weekends/holidays. |
| Villa Housekeeping | House person | PT | Responsible for cleaning, polishing and washing designated areas. Delivers refrigerators, cribs and rollaway per guest requests in a timely manner. Will move furniture, mattresses and other room items. The House person assures the cleanliness of hallways, stairs, elevators, patios, windows, doors, and fans. Responsible for stocking and maintaining linen closets. Able to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Ability to work weekends/holidays. Must have valid Driver's License and be at least 21 years of age. |
| Inn Housekeeping | Housekeeper | PT/ TEMP | Knowledge of basic cleaning skills and ability to use cleaning chemicals; able to accomplish task within a limited time period; able to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Ability to work weekends/holidays. |
| Inn Housekeeping | Housekeeper | FT | Knowledge of basic cleaning skills and ability to use cleaning chemicals; able to accomplish task within a limited time period; able to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Ability to work weekends/holidays. |
| Inn Housekeeping | MCI Houseman | PT | Must be able to lift 50 lbs.; Clean fireplaces, cobwebs, windows, etc.; Must have a valid driver's license; knowledge and ability to use basic cleaning chemicals; Ability to work flexible schedule to include weekends and holidays. |
| Inn Housekeeping | MCI PM Houseman | PT | Must be able to lift 50 lbs.; Clean fireplaces, cobwebs, windows, etc.; Must have a valid driver's license; knowledge and ability to use basic cleaning chemicals; Ability to work flexible schedule to include weekends and holidays. |
| Cottage Housekeeping | Housekeeper | PT/ TEMP | Knowledge of basic cleaning skills and ability to use cleaning chemicals; able to accomplish task within a limited time period; able to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Ability to work weekends/holidays. |
| Cottage Housekeeping | Supervisor | PT | Requires Supervisory skills and Housekeeping skills. Inspects at least 50 rooms per day. Ability to climb stairs, able to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Ability to work weekends/holidays. |
| Cottage Housekeeping | Cottage Houseman | PT/ TEMP | Must be able to lift 50 lbs.; Clean fireplaces, cobwebs, windows, etc.; Must have a valid driver's license; knowledge and ability to use basic cleaning chemicals; Ability to work flexible schedule to include weekends and holidays. |
| Lodge & Spa | Houseman | FT | Must be able to lift 50 lbs.; Clean fireplaces, cobwebs, windows, etc.; Must have a valid driver's license; knowledge and ability to use basic cleaning chemicals; Ability to work flexible schedule to include weekends and holidays. |

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| Lodge & Spa Housekeeping | Room Attendant | PT/ TEMP | Knowledge of basic cleaning skills and ability to use cleaning chemicals; able to accomplish task within a limited time period; able to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Ability to work weekends/holidays. |
| Lodge & Spa Housekeeping | Room Attendant | FT | Knowledge of basic cleaning skills and ability to use cleaning chemicals; able to accomplish task within a limited time period; able to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Ability to work weekends/holidays. |
| Lodge & Spa Housekeeping | Housekeeping Supervisor | FT | Requires Supervisory skills and Housekeeping skills. Inspects at least 50 rooms per day. Ability to climb stairs, able to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Ability to work weekends/holidays. |
| Recreation/ Square One | | | |
| Treetop | Square One Treetop Manager | FT | Manage day to day functions of the Treetop Adventure program, including hiring, training and supervision of all staff members of the program. Develops and holds accountable all safety measures pertaining to guests and staff members and insures 100 percent compliance with all states regulations. |
| Finance | | | |
| Accounting | Chief Financial Officer | FT | This position will manage a Finance team, including monthly financial statement preparation and reporting, budgeting and forecasting, payroll, cash disbursements and cash management. Create SOPs and establish appropriate controls to manage business and financial risks. Ensure a strong accounting and operation control environment to safeguard assets, improve operations and profitability. Oversee annual audit work with CPA Firm. Ensure tax rates used for sales/use tax are current. Reconcile various general ledger accounts and bank accounts. Education Requirements: Bachelor Degree with a major in accounting, finance or business administration. MBA and/or CPA preferred. Qualifications to include Microsoft Office experience with strong Excel skills required; 10 plus years accounting experience; Hospitality experience required; Microsoft Dynamics Solomon experience a plus; Must be analytical, proactive and a team player; Organizational skills and attention to detail; Ability to work in a dynamic, fast-paced environment, and effectively manage multiple priorities. |
| Accounting | Financial Controller | FT | Prefer prior hospitality experience. Current Controller or Assistant at a large proper in a decentralized environment. Supervision skills, experience with balance sheets, recs, closing entries, analysis, and bank recs. |
| Golf | | | |
| Golf | Golf Cart Attendant | PT | Responsible for greeting guest at the Bag drop, unload bags from their cars and load bags on the carts. Ability to lift 50 lbs. Able to work outside in all weather conditions. Able to work weekends and holidays. Excellent guest service skills. Valid driver's license required. |
| Security | | | |
| Security | Safety Officer | FT | Responsible for being first responder to guests and team members. Must have First Aid/CPR certification, valid driver's license, and excellent guest care and communications skills. Must be able to multi-task and able to work weekends and holidays. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. |
| Security | Safety Officer | PT | Responsible for being first responder to guests and team members. Must have First Aid/CPR certification, valid driver's license, and excellent guest care and communications skills. Must be able to multi-task and able to work weekends and holidays. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. |
| Seasonal | | | |
| Champions Grill | Beverage Cart Attendant | Temp | Excellent Customer Service skills, prior cashier and cash handling experience. Previous F&B experience helpful. Ability to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Able to work weekends and holidays. Must have valid driver's license and be at least 21 years of age. Ability to work outdoors in all types of weather. |
| Discovery Café | Cashier/Cook | PT/Temp | Excellent customer service skills, prior cashier and cash handling experience. Previous F&B experience helpful. Ability to stand and walk 8-10 hours; able to lift up to 30 lbs.; have good communication skills. Able to work weekends and holidays. |

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| Bike | Attendant | Temp | Excellent Customer Service skills, prior cashier and cash handling exp. Knowledge of bikes helpful; excellent customer service skills; able to work weekends and holidays. |
| Fishing | Attendant | Temp | Fishing knowledge and basic mechanical skills preferred. Excellent guest service skills required. Ability to work outdoors in all weather conditions. Able to work holidays/weekends. Must have valid Driver's License and be at least 21 years of age. |
| Summer Recreation | Rec Internship/ Leader | Temp | Management Trainee Hospitality Internships available throughout the year in Rooms Division, Food & Beverage, Culinary, Golf, and Recreation Departments. |
| Tree Top / Square One | Game Attendant TTA | PT | Responsible for assisting guest with information. Excellent guest service skills, requires cash register skills, and money transaction experience. Able to work outside in all weather conditions; must be safety conscious, able to work weekends and holidays. |