



HEI The Kimpton Sylvan Hotel - Server Assistant

HOST INFORMATION

Company Description:

Kimpton Sylvan Hotel is a boutique lifestyle hotel located in the heart of Atlanta's Buckhead neighborhood, one of the city's most vibrant and upscale districts. Blending mid-century modern design with Southern hospitality, the hotel offers guests a sophisticated yet approachable experience rooted in Atlanta's culture, culinary scene, and social energy. Its prime location provides convenient access to luxury shopping, corporate offices, nightlife, and Atlanta's major attractions.

Atlanta offers a wide range of seasonal activities throughout the year, including:

- *Spring and Summer: outdoor festivals, concerts at Chastain Park, rooftop dining experiences, Atlanta Belt Line events, professional sports games (Braves, Falcons, Hawks), and cultural events across Midtown and Downtown.*
- *Fall and Winter: college football events, holiday markets, art exhibitions, food and wine festivals, and a dynamic restaurant and nightlife scene throughout Buckhead.*

Staff benefits may include:

- *Competitive wages*
- *Opportunities for professional growth and advancement within Kimpton and HEI Hotels & Resorts*
- *Cross-training and exposure to multiple departments in a boutique luxury environment*
- *Discounted meals and/or uniforms (if applicable)*
- *Employee hotel discounts within the Kimpton and IHG portfolio*
- *Engagement in team-driven cultural and social activities*

The Kimpton Sylvan is located in a major metropolitan setting. Atlanta is a fast-growing, diverse city known for its strong business presence.

Host Website: https://www.reverehotel.com/?utm_source=google&utm_medium=organic&utm_campaign=gbp_listing

Site of Activity: HEI The Kimpton Sylvan Hotel

Parent Account Name: HEI Hotels & Resorts

Host Address: 374 East Paces Ferry Road NE Atlanta , Georgia , 30305

Nearest Major City: Atlanta , Georgia , Less than 10 miles away

PLACEMENT INFORMATION

Job Description:

JOB PURPOSE

Assist the Outlet Manager and Restaurant Servers in maintaining a clean and welcoming environment, as well as providing guests stellar service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are specific contributions that must be developed during the training program in order to successfully complete the program and be placed in a hotel with or without reasonable accommodation:

- Quickly clear dirty table settings and prepare table for resetting. Promptly and consistently reset all service ware.
- Maintain stock and cleanliness of stations for all meal periods with necessary equipment including silverware, linen, and condiments.
- Serve guests with beverages, bread, and butter to begin their dining experience and replenish as necessary.
- Transport all dirty tableware from dining room to dishwashing area for proper cleaning.
- Comply with attendance rules and be available to work on a regular basis.
- Perform any other job-related duties as assigned.

QUALIFICATIONS AND SKILLS

- Knowledge of the appropriate table settings and service ware.
- Ability to grasp, lift and/or carry, or otherwise, transport up to 50 lbs. with or without reasonable accommodation.
- Ability to move or push goods on a hand cart/truck weighing a maximum of 150 lbs. with or without reasonable accommodation.
- Effective verbal and written communication skills.
- Ability to adapt communication style to suit different audiences, such as effectively communicating with supervisors, coworkers, public etc.

Typical Schedule:

Monday-Sunday (Days and shift can vary based on business)

Seasonal changes to job duties or available hours: Yes

Monday-Sunday (Days and shift can vary based on business)

Drug Test required: No

COMPENSATION

Hourly Wage: \$15

Eligible for Tips: Yes

In the United States, tipping is an expected part of the cost of service—especially in restaurants and hospitality—because many workers rely on tips as a significant portion of their income.

Estimated weekly wages including tips: \$500

Bonus: No

* All figures above are pre-tax

Estimated average number of hours per week: 32

Estimated minimum number of hours per week: 32

Estimated maximum number of hours per week: 40

Potential fluctuation in hours per week:

Monday-Sunday (days and shifts can change based on business levels)

Average number of hours per week reached by last year's seasonal employees: 40

Overtime Policy:

Yes, paid after 40 hours

Job-Specific Benefits:

Shift meals and hotel discounts.

JOB REQUIREMENTS

English Level required:



Intermediate

Required to be 21+: No

Previous Experience required: No

Qualifications & Conditions

Lifting

Lifting requirement: 25lbs/11kgs

Description:

Pushing, pulling, lifting over your head

Standing for entire shift

Handling cleaning chemicals

Need to wear uniform: No

Dress Code: No

CULTURAL OPPORTUNITIES

Types of Cultural Opportunities:

Company Parties, Holiday Events, Will provide information about Events, Local Resources, Attractions/Sites, Local Community

Additional Details about Cultural Offerings:

Students will participate in town halls and employee appreciation events at the property including holidays and birthday celebrations. In addition, students will have the opportunity to engage in various cultural activities during their stay in the United States.

Local Cultural Offering:

This includes participation in community events, Independence Day celebrations, attending local events, exploring nearby stores, experiencing Major League Baseball games, engaging in sporting activities, going shopping, and visiting attractions to immerse themselves in American culture.

HOUSING AND TRANSPORTATION

Housing Provided: No

Community Housing Options:

Available: No

Transportation for Community Housing Description:

Kimpton Sylvan – Atlanta, GA (Buckhead):

Participants securing community housing near the Kimpton Sylvan will have access to several transportation options:

Public Transportation (MARTA):

Atlanta's MARTA system provides rail and bus service throughout the city. The Buckhead MARTA Station is located approximately 1 mile from the hotel and connects to Midtown, Downtown Atlanta, and Hartsfield-Jackson Atlanta International Airport. Bus routes also service the Buckhead area and nearby residential neighborhoods.

Walking:

Housing secured within the Buckhead neighborhood may be within walking distance of the hotel, depending on location. Sidewalks and pedestrian-friendly areas are available throughout much of Buckhead's commercial and residential zones.

Biking & Scooters:

Atlanta offers bike lanes in select areas, and electric scooters and bike-share programs are commonly available throughout Buckhead and surrounding neighborhoods.

Rideshare Services:

Uber and Lyft operate widely throughout Atlanta and are reliable transportation options for commuting if public transportation schedules are limited.

Carpooling:

Participants may coordinate carpooling arrangements with fellow associates when possible.

Due to Atlanta's urban layout, participants are encouraged to secure housing along MARTA rail or bus lines, or within close proximity to the Buckhead area, to ensure convenient and reliable commuting.

ARRIVAL INFORMATION

Arrival Instructions:

Participants are responsible for securing their own housing and transportation prior to arrival in the area. The employer may provide guidance or housing leads and, if available, may accommodate participants for up to one or two nights upon arrival.

Suggested Arrival Airport:

Hartsfield-Jackson Atlanta International Airport, ATL, Less than 10 miles

Estimated cost of transportation to worksite from suggested airports: \$0 to \$25

If arriving after regular hours:

Suggested After-Hours Accommodation:

The Kimpton Sylvan Hotel
374 East Paces Ferry Road NE
Atlanta, Georgia 30305
More than \$200

TRAINING AND ONBOARDING

Pre-Arrival Onboarding: Yes

- Link with participants job will be sent to the participant to apply
- Upon completion of the application, participant will be sent a virtual job offer. Participant will be required to accept.

Social Security Number:

Require participants to apply for SSN before arrival at worksite: No

Details about how to apply for Social Security Number:

Participant can apply for their SSN (<https://www.ssa.gov/number-card/request-number-first-time>). Time off will be given for to the participant to schedule SSN appointment.

Nearest SSA Office: Boston , Massachusetts , Less than 10 miles

Other:

Wage Payment Schedule:

Participant will be paid weekly or bi weekly according to the schedule pay frequency at the hotel.

Meal Plan: Not available

Provide Certificates/Performance Evaluations: No

Hire in Groups: Yes

Maximum Group Size:

Grooming Requirements:

Clean, well-pressed uniform or professional attire Good personal hygiene at all times Subtle, neutral fragrance (or fragrance-free preferred) Professional posture and demeanor

Second Job Availability: Yes, likely

Applicable Company Policies:

Please see handbook.

COMMUNITY AMENITIES

Walking Distance from Worksite:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library

In Town, Requires Transportation:

Food Market, Shopping Mall, Post Office, Bank, Restaurants, Fitness Center, Internet Cafe, Public Library