



Department	Job Title	Status	
Food and Beverage			
MCI Kitchen	Cook I	FT	Responsible for assisting the Lead Cook in maintaining proper level of cleanliness and order in the kitchen area as agreed upon by the Executive Chef and Sous Chef. Responsible for preparation of food including the prep of raw meats, bread, cooked vegetables, soups, and desserts. Must be able to work efficiently in a fast-paced environment. Must ensure standards of food quality. Ability to work a flexible schedule to include week-ends and holidays.
Country Kitchen	Cook II	FT	Culinary experience required. Must be able to work efficiently in a fast-paced environment. Must ensure standards of food quality. Ability to work flexible schedule to include week-ends and holidays.
Country Kitchen, Discovery Café	Lead Cook	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.
Vineyard Green/Plant Room	Dining Room Attendant	PT	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.
Vineyard Green/Plant Room	Hostess/Host	PT	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.
Vineyard Green/Plant Room, Country Kitchen	Food Server	FT, PT	Food server experience preferred; Excellent customer service skills; ability to lift up to 30 lbs.; ability to stand and walk for long periods of time. Able to work flexible schedule, weekends and holidays.
Stewarding	Steward II	PT	Responsible for cleaning and sanitizing all food and beverage glassware, dishware, cookware and utensils; Responsible for cleaning of food and beverage areas; inventory materials; ability to lift up to 50 lbs.; use chemicals; Ability to work flexible schedule to include week-ends and holidays. Second shift position.
Food and Beverage	Director of Food and Beverage	FT	The Director of Food and Beverage is a member of the Senior Leadership Team and has the overall responsibility for 10 restaurant outlets plus banquet operations at Callaway Gardens. Plans and manages the operation to achieve high levels of guest service satisfaction and quality product while meeting/exceeding financial goals. Develops short-term and long-term goals for both front-of-the-house Team Members and the culinary department. Position requires proficient ability to create and adhere to standards, proven experience in coaching and leading a team to attain goals, strong training skills and ability to function under pressure. Must be able to attract, retain and develop talent. Must have excellent organizational skills, culinary knowledge, internal and external guest service skills, and budgeting skills. Requires advanced knowledge of the principles and practices within the Food & Beverage industry; knowledge and experience of the Slow Foods movement preferred.
Conference Setup			
Conference Setup	Setup House person	PT	Previous event setup experience preferred. Must have good attention to detail and be able to stand for long periods of time, regularly lift, carry, push and pull objects weighting in excess of 60 lbs. Must be available to work weekends and holidays. Valid drivers license required.
Laundry			
Laundry	Laundry Worker	PT	Be able to lift at least 40 lbs., stand for extended periods, work in hot environment, and have good hand/eye coordination in operating machinery. Must be able to work weekends and holidays.
Housekeeping			
Cottage Housekeeping	Desk Clerk	FT	Assists housekeeping department with administrative duties. Computer experience preferred. Able to lift 25 lbs, able to work flexible schedule to include weekends and holidays.
Villa Housekeeping	Housekeeper	PT	Candidate must know basic cleaning skills; able to accomplish task within a limited time period; able to stand and walk for long periods of time; Must be able to use basic cleaning chemicals; Ability to work flexible schedule to include week-ends and holidays.
Inn Housekeeping	House person	FT, PT	Must be able to lift 50 lbs; Clean fireplaces, cobwebs, windows, etc.; Must have a valid driver's license; knowledge of basic cleaning chemicals; Ability to work flexible schedule to include week-ends and holidays.
Inn Housekeeping	Housekeeper	PT	Candidate must know basic cleaning skills; able to accomplish task within a limited time period; able to stand and walk for long periods of time; Must be able to use basic cleaning chemicals; Ability to work flexible schedule to include week-ends and holidays.
Front Desk			
Front Desk	Front Desk Agent	FT	Excellent guest service and computer skills required, ability to multi-task. Hotel or resort experience preferred. Ability to work nights to include weekends and holidays.
Reservations			
Reservations	Secretary II	FT	Excellent customer service skills with at least 6 months of Reservations experience, extensive knowledge of Microsoft programs: Excel, Word, PowerPoint. Detailed oriented, ability to multi-task. Knowledge of Callaway Gardens.
Reservations	Reservations Clerk	PT	Excellent customer service skills, cashier experience needed and computer skills required, Callaway Gardens Knowledge helpful. Able to work flexible schedule to include weekends and holidays.
Reservations	Special Events Coordinator	FT	Excellent customer service skills; detail oriented; ability to multi-task. Must have at least six months of Reservations experience preferred; Callaway Gardens knowledge helpful; able to work weekends and holidays.
Human Resources			
Human Resources	Administrative Assistant	FT	Excellent customer service skills; detailed oriented with the ability to multi-task. Performs administrative and customer support functions for the Human Resources Department. Excellent proficiency in Word, Excel, and other computer programs. Callaway Gardens knowledge helpful.
Sales			
Sales	Event Coordinator	FT	Plans and administrates sales activities and programs to foster and promote business for the Gardens & Resort. Solicits new accounts and manage established /existing accounts in order to achieve and exceed pre determined annual revenues and food and beverage goals. Conduct outside sales calls and presentations to promote Callaway Gardens Facilities. Conduct site inspections of Callaway Gardens to existing and potential clients by touring the Gardens. Responsible for handling and facilitating events. Position requires excellent skills in customer service, oral and written communications, decision making, and negotiating. Sales and extensive food and beverage experience is preferred. Ability to work holidays and week-ends. Valid driver's license required.

Sales	Director of Sales	FT	Responsible for leading and directing group sales and conference services efforts for the Resort. Responsible for planning, controlling, and implementing activities and partnerships that sell the services and facilities available at Callaway Gardens, such as Rooms, Food and Beverage, Recreation, and other areas. Develops a plan that results in meeting or exceeding budgeted revenue goals. Maintains current knowledge of the corporate, association, and SMERF markets. Interprets and evaluates trends of market profiles of major market segments in order to maximize sales solicitation efforts. Maintains memberships in industry associations. Travels to designated market to conduct outside sales calls and presentations. Represents company at trade and industry shows. Position requires excellent skills in customer service, oral and written communications, decision making, and negotiating. Degree preferred and a minimum of 5 years experience in Resort and/or Hotel Sales Management required. Delphi knowledge helpful. Ability to work holidays and week-ends. Valid driver's license required.
Maintenance			
Maintenance	Carpenter / Painter Specialist	FT	Ability to apply paints in a variety of methods, brush, spray, wipe-on in accordance with proper trade techniques. Ability to comprehend and complete assigned work orders. Requires skills in all aspects of carpentry. Ability to operate all power tools. Ability to lift up to 50 lbs. and multi-task. Ability to work weekends and holidays. Valid driver's license required.
Maintenance	Maintenance General Specialist	FT	Responsible for troubleshooting and performing basic mechanical, electrical, a/c, and plumbing repairs. Must be able to comprehend work assignments and complete paperwork. Must be able to lift up to 50 lbs., work weekends and holidays, and perform other duties as assigned. Valid driver's license required.
Water & Wastewater			
Water & Wastewater	Lab Analyst / Plant Operator	FT	Operates and maintains water and sewer systems to include maintenance of water treatment and distribution systems, sewer collection and pumping systems; repairs; quality control testing; and installation. Must possess a certificate of training in water treatment, wastewater treatment or distribution or collection system operations. Cross-connection control training, chlorine training, and underground utility training preferred. Ability to lift up to 100 lbs. Ability to work weekends/holidays. Valid driver's license required.
Birds of Prey			
Birds of Prey	Shift Leader / Raptor Program Specialist	FT	Responsible for the care, management and training of Callaway's permanent resident raptor collections for flight and use in a variety of environmental based education programs. Scheduling raptor outreach programs, daily feeding, cleaning, and maintenance, as well as assisting with other departmental duties. Two years experience working with a flighted raptor education program. Able to work weekends and holiday.
Golf Maintenance			
Golf Maintenance	Maintenance / Mechanic Specialist	PT	Responsible for all routine mechanical repairs and service on all golf course equipment. Valid driver's license required. Ability to comprehend and complete assigned work orders. Ability to work weekends and holidays.
Seasonal			
Cottage Housekeeping	Housekeeper	Temp	Candidate must know basic cleaning skills; able to accomplish task within a limited time period; able to stand and walk for long periods of time; Must be able to use basic cleaning chemicals; Ability to work flexible schedule to include week-ends and holidays.
Reservations	FIL Supervisor	Temp	Candidate must have good computer and cash register skills, be a good communicator, able to supervise, able to work weekends and holidays.
Reservations	FIL Agent	Temp	Candidate must have a good telephone voice, excellent communication skills, cashier experience, computer skills, knowledge of Callaway Gardens, able to work weekends and holidays.
Reservations	Reservations Clerk	Temp	Excellent customer service skills, cashier experience needed and computer skills required, Callaway Gardens Knowledge helpful. Able to work flexible schedule to include weekends and holidays.
Vehicle Maintenance	FIL Trolley Mechanic	Temp	Must have basic knowledge of vehicle maintenance including but not limited to: oil changes, tire repair, preventative maintenance. Must be able to work on diesel and electric trams, trucks, cars, vans, busses, NPR's as well as guest vehicles. Valid driver's license required. Ability to comprehend and complete assigned work orders. Ability to work weekends and holidays.
Country Kitchen	Food Server	Temp	Food server experience preferred; Excellent customer service skills; ability to lift up to 30 lbs.; ability to stand and walk for long periods of time. Able to work flexible schedule, weekends and holidays.
Country Kitchen	Hostess/Host	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	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.
Safety	Safety Patrol Officer	Temp	Responsible for being first responder to guests, team members, and property. 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.
FIL Operations	FIL Driver	Temp	Able to drive a large vehicle at night, able to use sound equipment in truck, excellent customer service skills, able to work weekends and holidays.
FIL Operations	FIL Loader / Greeter	Temp	Good customer service skills, able to work outside in cold weather, able to work weekends and holidays.
FIL Operations	Retail / Photographer	Temp	Excellent customer service skills, requires cash register skills, and money transaction experience. Photography experience. Able to work weekends and holidays.
FIL Operations	Costume Character	Temp	Must be energetic, friendly and outgoing. Able to wear costume and work in cold weather. Able to work weekends and holidays.
FIL Operations	Retail Sales Associate	Temp	Excellent customer service skills, requires cash register skills, and money transaction experience. Able to work weekends and holidays.
FIL Operations	Retail Supervisor	Temp	Candidate must have good computer and cash register skills, be a good communicator, able to supervise, able to work weekends and holidays.
FIL Operations	Public Area Attendants	Temp	Ability to use cleaning equipment and chemicals to clean restrooms and other public areas. Able to lift up to 30 lbs and stand and walk for long periods of time. Valid driver's license required. Good customer service skills, able to work outside in cold weather, able to work weekends and holidays.
Internships	Seasonal	Seasonal	Management Trainee Hospitality Internships available throughout the year in Rooms Division, Food & Beverage, Culinary, Golf, and Recreation Departments.