



JOB DESCRIPTION

POSITION TITLE: Hotel Director
DEPARTMENT: Hotel
SALARY: DOQ
POSTING DATES: 02/26/2019-03/12/2019 (INTERNAL & EXTERNAL)

GENERAL DESCRIPTION:

Responsible in what happens in the hotel, grounds and stands accountable. Reports to the directors of the Gaming Commission, General Manager and company financial officer. Assures profit through goal setting, budgeting, planning, organizing, directing reviewing, and making decisions with delegated team players without losing control of authority. Assure the policies of the hotel & property are adhered to, and all safety programs are in place for the protection of employees and guest.

DUTIES AND RESPONSIBILITIES:

- Review and understand all daily revenue and it's meanings
- Create more Revenue
- Keep expenses in line with budget
- Review labor to meet cost with all forecasts
- Handle all correspondence and complaints
- Maintain a very clean and safe operation for all employees and guest
- Be able to work the front desk if need be
- Assure that all employees' cash drawers and deposit balance every day.
- Inspect Rooms on a daily base to meet our 4 diamond rating
- Helps with preventive maintenance throughout the year
- Plans next day.

Weekly:

- Knows competition prices and amenities they offer
- Review city-ledger and billings
- Future reservations
- Review payroll on a department basis
- Review sales efforts
- Meet with supervisors to discuss directions and create revenue
- Go over advertising, promotions and billboards
- Build community relations and with other committees
- Do calendar leads of future events

Monthly:

- Help set up department meetings
- Review budget and make notes of change to be reviewed next month
- Employees relation programs
- Any seminars or conventions of interest in the future
- Evaluate staff performance
- Make all revenue comparisons

RELATIONSHIP TO OTHER DEPARTMENTS:

Supports the Gaming Commission and all other departments in the casino and property with purpose.

QUALIFICATIONS:

7 years of experience knowledge of all hotel departments

EMPLOYMENT STATUS:

Full-Time permanent, Salary. Full Benefit Package for full-time employees, Health Insurance, Life Insurance, Personal Time Off, 401 K Plan. Native American preference applies.