



Job Description

POSITION TITLE: Hotel Director
DEPARTMENT: Hotel
SALARY: DOQ
OPENING DATES: 04/30/2021-05/14/2021

GENERAL DESCRIPTION:

Responsible in what happens in the hotel. Reports to the 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 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 its meanings.
- Create more Revenue.
- Keep expenses in line with budget.
- Handle all correspondence and complaints.
- Maintain a very clean and safe operation for all employees and guest.
- Be able to work 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.
- Hires, trains, and monitors staff reporting directly to the Hotel Director.

Weekly

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

Monthly

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

QUALIFICATIONS:

7 years of experience knowledge of all hotel departments

EMPLOYMENT STATUS:

Permanent, Full-Time Salary. Includes full benefits, health insurance, life insurance, 401 K Plan and personal time off. Native American Preference applies.