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# Example of Hotel General Manager Job Description

Our company is growing rapidly and is looking to fill the role of hotel general manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for hotel general manager

* Maintain credit policies at Front Office, Sales and Catering
* Rooms Management
* Regular review of Front Office results in order to maximize room revenue
* Development of the Front Services team to provide personalized service through the hotel bell, driver, doorman and butler staff
* Support the Hotel Manager in leading the housekeeping team efforts to provide a clean, upscale and safe environment for all guests
* Represent the hotel, restaurant and catering operation in the local community
* Assure that all Company policies and procedures are fully implemented throughout the hotel
* Assist with managing overall daily restaurant operations and restaurant staff, including set up and break down, food and beverage service and events
* Perform daily pre shift line ups with staff
* Manages an effective balance between the owner's interests and the company’s interests

## Qualifications for hotel general manager

* Bachelor’s degree required.College transcripts will be required during the interview process
* Bachelor's preferred along with two to four years related experience and/or training
* Committed and passionate about F&B
* Knowledge of Italian, French, Spanish, German languages desirable
* Strong catering, cash sales, beverage and systems (property management systems) experience preferred
* Hotel rooms and facilities experience preferred