



# Example of Hotel Supervisor Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is looking to fill the role of hotel supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for hotel supervisor

- Sets the example as a true "Island Hotel Ambassador" by maintaining effective coverage, cleanliness, and functionality of the hotel lobby area
  - Assists the Chief Wellness Officer in overseeing the day-to-day operations and in the development and communication of departmental strategies, goals policies and procedures
  - Contributes to the preparation of the annual departmental operating budget and financial plans
  - Manages food and beverage inventory and ordering relative to anticipated business volume for optimal freshness and minimal waste and performs monthly inventory for computing food and beverage cost of goods sold
  - Performs quarterly food and beverage vendor RFP for locally sourced items
  - Identifies additional sales opportunities to enhance revenue in partnership with other department heads
  - Ensures a safe and secure environment by manages risk exposure to guests, colleagues, assets, through developing a team that is fully trained on risk procedures/policies, proper food handling, and fully compliant
  - Develops and maintains rapport with key community contacts to ensure a visible presence in the local community
  - Promotes holistic wellness and fitness with guests, the team and the local community
  - Participates in at least one local food and beverage-oriented organization
-

- Serve as the primary public relations representative to optimize awareness of hotel and brand in local community
- Associate degree, preferably in hotel management or related field
- Ability to remain on feet long periods of time, walking, reaching, bending, stooping, lifting at times up to 30 pounds
- Supervise the service of the Food and Beverage Department ensuring a high level of quality and consistency
- Inspect club lounge, stewarding areas, room service and Stephen F's Bar daily to ensure high quality food and food presentation and cleanliness
- Minimum three years of experience in facilities maintenance