



Example of Hotel Supervisor Job Description

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Our company is growing rapidly and is hiring for a 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

- Produce reports to inform management of occupancy and production levels, forecast, package pickups, city survey
- MUST have High-rise leadership experience (within the Security Industry)
- Checks all equipment and baskets on a regular basis to make sure that they are in good condition as per the department standards
- Informs Floor Agent of any check out rooms to be cleaned
- Inspects vacant cleaned rooms thoroughly with check list, then reports them to the housekeeping office for release to Front Office
- Checks all guest room supplies in rooms meet the departmental standards
- Receives special requests from guests and satisfies it and forwarded it to superior in order to be updated in their profiles
- Makes sure that turn down service is being done as per standards
- Controls and orders the flowers in guest rooms as per standards
- Controls the flowers in public areas in order to have always fresh flowers up to the standards

Qualifications for hotel supervisor

- Must be flexible to the business needs, this is a 24/7/365 operation
- Administrative Skills / Office Suite experience
- Professional guest service and problem resolution abilities
- Strong work ethic – must lead by example

