



# Example of Hotel Supervisor Job Description

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Our growing company is searching for experienced candidates for the position of hotel supervisor. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for hotel supervisor

- Develop plans to increase occupancy and ADR through walk-ins and up selling at the front desk
- Directly responsible for organizing, supervising, scheduling & planning of Hotel Projects to maximize cost efficiency and motivate employees to complete each project assigned on time and under budget
- Provide technical expertise on site cost estimates, negotiate contract change orders, establish project objectives, maintain policies & procedures
- Responsible for all administration requirements and job cost as directed by Company Management personnel
- Continuous update of Brand knowledge and Brands Standards
- Complies at all times with Island hotel standards and regulations to encourage safe and efficient hotel operations
- Attends hotel meetings, departmental briefings, and departmental meetings in a timely manner, attentively and take responsibility and ownership of issues being presented
- The ability to ensure maximization of revenues and control of expenses in all areas under control
- The ability to perform other tasks, projects, or requests assigned by hotel management and staff
- Driving beverage revenue in the outlets and maintain beverage cost within budget

## Qualifications for hotel supervisor

- To advise the Food and Beverage Manager, or in his/her absence, the Executive Chef or Duty Manager of any problems relating to guests or their order
- To take a personal interest and pride in ensuring that the restaurant and service areas are kept clean and in an orderly state at all times
- 3 to 5 years of field experience desired
- The skills and abilities necessary of this position are typically acquired through two or more years' experience in a customer service field
- Ability to work with Casino Marketing, Resort Operations and Food and Beverage functions in developing, implementing, and meeting established service levels