



Example of House Manager Job Description

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Our company is looking to fill the role of house manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for house manager

- Act in a supervisory capacity in the absence of Residence Manager, Assistant Manager
- Attend and participate in scheduled training classes, meetings and conferences
- Key Vendor Account Management (Relationships and payments to key operational vendors as it relates to the upkeep of the office build new relationships with local vendors)
- Assists with front desk reception duties, greeting guests and teammates in a friendly and professional manner
- Responsible for cash handling, computer work, open/close duties, bank deposits and accuracy in all money matters
- Responsible for monitoring sanitation standards and ensuring outlet operates to all applicable standards
- Assisting with general marketing, signage, promotions for the outlets
- Assisting with general hiring duties, training, and motivation and retention of staff
- Will work in cooperation with BOH staff to ensure quality service and product
- This position can include kitchen work, general cleaning, snow removal

Qualifications for house manager

- This Position requires excellent communication skills, both written and verbal
- 3-4 years of experience in sales for an upscale hotel
- Existing relationships with clients in the Houston, TX market

- Proficiency in MS Excel and Outlook required