



# Example of Spa Director Job Description

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

## Responsibilities for spa director

- Manages all scheduling, and training programs of the valet parking and bell/door staff
- Conduct pre-shift meetings and departmental meetings
- Assists team members in parking, guest services, and communications as needed in their daily responsibilities
- Oversee all department functions including short and long-term planning, day-to-day operations
- Provide input into and execute strategic plan consistent with the annual business/marketing plan
- Provide input and direction in the development of the department's fiscal budget
- Responsible for managing the monthly activity of all inventories, including balancing of the warehouse supplies and purchases
- Monitor, document, and notify the Executive Director of Hotel Operations of any challenges that may impact or jeopardize the achievement of current future departmental objectives
- Review month to month financials and reports to determine gain or loss in profit margin and determine how to correct or justify
- Conduct timely staff meetings to review employee concerns, needs, or new initiatives

## Qualifications for spa director

- Previous experience in Resort is highly appreciated

- Experience with travel industry reservation systems and hotel property management systems preferred
- Previous experience in supervision, training and staff evaluation
- A minimum of four (4) years of managerial and/or project management experience
- Strong command of current global spa and wellness trends