

****EXTERNAL POSITION OPENING ****

HOTEL MANAGER



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casinos – Thief River Falls, MN
OPENS: May 27, 2020
CLOSES: Until Filled

POSITION OBJECTIVES:

Under the general supervision of the General Manager is responsible to oversee the hotel operations for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- Responsible for supervision of all hotel staff including: supervisors, front desk, reservations, guest services, auditors, porters and, housekeeping department.
- Responsible for smooth operations of hotel at all times, ensures guest services are provided and all areas are staffed; handles customer grievances as they arise.
- Responsible for training of personnel, evaluating, correcting deviations and praising. Participates in the performance review processes.
- Reviews financial information to optimize business revenues.
- Coordinates efforts between affected departments for promoting the smooth operations of the business.
- Reviews inventory to ensure proper quantities are maintained; places orders when necessary.
- Inspects and evaluates property for maintenance repairs and ensures compliance with appropriate regulations.
- Recommends policy and/or procedural changes; develops and maintains procedures within department.
- Reviews paperwork of department and ensures completeness and accuracy, including performance evaluations and reporting requirements.
- Ensures regulations, policies and procedures are adhered to and maintained.
- Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- Participates in the review of associates and completes necessary paperwork as required by established policies and procedures. Maintains training program for departmental new hires.

REQUIRED QUALIFICATIONS:

It is required the Hotel Manager have a Bachelor's Degree in the Hospitality Industry and GED, experience preferred.

SEND COMPLETE RESUME/TRANSFER REQUEST TO:

victoria.mostrom@7clans.com – Human Resources Office,
20595 Center St E. MN 56701 1-800-881-0712
Website; www.sevenclanscasino.com

