

MANAGER-IN-TRAINING

Job Code:	MIT	Division:	
Branch:		Department:	ADMINISTRATIVE
Reports To:		Pay Grade:	
FLSA Status:	Non-Exempt	Employee Type:	FULL TIME
Prepared By:	Dan Waller	Date Prepared:	07/17/2016
Approved By:	Dan Waller	Date Approved:	07/17/2016

Summary

At Schahet Hotels we want our guests to relax and be themselves which means we need you to:
Be you by being natural, professional and personable in the way you are with people
Get ready by taking notice and using your knowledge so that you are prepared for anything
Show you care by being thoughtful in the way you welcome and connect with guests
Take action by showing initiative, taking ownership and going the extra mile
Treat all others with Respect, treating guests and fellow associates the way you want to be treated
Demonstrate Integrity in all you do. Seek to always do the right thing, whether working in a group, team, or alone.
Always be at the Service of our guest as well as fellow associates or managers. We believe that Service is making the reach to help or be of Service to all.
Celebrate successes. Show Excitement in your work, the way you smile and greet others, the good news of others successes or awards. Participate in group and team activities either by your active support and participation or by your presence in the group.

The Manager-in-training will work in every department of a hotel mastering the skills necessary to lead each department. You will move to different hotels as needed to be placed with the right mentor, coach, and trainer to achieve success.

The program has been carefully designed by professionals with years of experience to insure you are given all essential skills to be a successful hotel leader.

The Manager-in-training program is designed to be completed in twelve to eighteen months. Some will complete in a shorter time others it may take a little longer. Once completed you will have the skills to lead any department or be an Assistant General Manager at any of our hotels.

Essential Duties & Responsibilities

Answers directly to the Coach, Mentor, Manager to which assigned.

You will learn and grow as a Hospitality professional while being a part of assisting guests, providing excellent service, and being a valuable team member.

Other Duties

Works in any department as needed in the absence of the department head or if department requires additional support.

Qualifications

College Degree in Hospitality management or equivalent. Will consider non-degree if some college and work experience.

Supervisory Responsibilities

Will have no direct reports.

Physical Demands

Must be able to drive, walk, speak, hear, see and do moderate physical activity as required. Must be able to communicate professional in English both oral and written.
A reasonable accommodation will be made for otherwise qualified individuals with disability

Training

Must meet all Brand and Corporate training as required in a timely manner

Decision Making

Common sense is key to decision making, learning and growing.

Financial Responsibilities

Learn to proper cash and asset handling policies.

Communication

Must be able to communicate professionally in English both written and Oral. Must be able to use a computer, use Microsoft Office, Sales Pro and be able to learn other tools should they become available.

Results of Action

You have completed the entire program.
You will be ready to lead a department or be an Assistant General Manager.
You are willing and able to work as a valuable member of any hotel team.

Equipment Used

Computer, Phone, Copy machine, fax, scan, two-way radio, mop, broom, laundry equipment, washer, dryer, iron.

Work Environment

Friendly, Professional, Exciting. A Culture that excels in Associate Development, Guest Experience and Investor Return.

Employee's Signature

Date