



**DIVISION OF  
STUDENT AFFAIRS**  
CONFERENCES & VISITOR SERVICES

### Position Description for **Hospitality Supervisor**

<b>Reports To</b>	Assistant Hospitality Manager
<b>Period of Employment</b>	Spring Semester (part-time), Summer (full-time)
<b>Hours</b>	40 hr/wk during the summer, varied hours during the spring semester. Overtime may be required during peak occupancy
<b>Compensation</b>	\$16.50 per hour plus summer housing
<b>Requirements</b>	Students must be in good standing with the university and all of its policies
<b>Preferences</b>	A valid driver's license along with no outside commitments such as summer school or another job

The Hospitality Supervisor (HS) is responsible for managing and overseeing all hospitality functions for the housing piece of the conference program. The HS's duties include, but are not limited to: delivering group related materials, key and desk management, on site check-in/out management, check-in/out audits, etc. The Hospitality Supervisor also serves as the team leader for a group of 10-15 employees and directs their team in meetings and challenges. Conferences & Visitor Services is an equal opportunity/affirmative action employer, all qualified applicants will receive consideration for employment.

#### **Learning Outcomes:**

At the completion of training and working with Conferences & Visitor Services, the Hospitality Supervisor will receive a good rating in the following performance factors:

- Exhibiting professionalism through verbal communication, body language and appearance.
- Displaying competence through preparedness, explaining policies and resourcefulness.
- Demonstrating independence with reliability and organizational/time management skills.
- Showing teamwork through promoting inclusion, being accountable and displaying empathy.
- Exhibiting leadership in the areas of supervision, trustworthiness and communication.
- Demonstrating critical thinking through problem solving, being innovative, and flexible.

#### **Specific Responsibilities:**

##### **A. Personnel Administration**

1. Assist in the hiring of the Hospitality Assistant staff.
2. Aid the design and delivery of training and development to the staff.
3. Schedule and lead team meetings and challenges.
4. Assist other supervisors with finding replacements or filling in for missed/vacant shifts.
5. Act as a resource for the summer guests and staff members, serve as a liaison in emergency situations.
6. Document performance issues using accountability records and assist with staff performance evaluations.
7. Conduct spot checks of the hospitality desks during daily shifts.

##### **B. Key Management**

1. Work in conjunction with the Assistant Director of Hospitality, and the Assistant Hospitality Managers to handle all key operations for assigned communities.

2. Responsible for maintaining key policies at the Hospitality Desks.
3. Ensure key and check-in/out sheet audits are performed properly.
4. Assist with key packing prior to a group's check-in (if applicable).

#### **C. Administrative Duties and Desk Management**

1. Oversee supervision and maintenance of all Summer Conference Hospitality Desks in an assigned community.
2. Supervise all procedures at the desks.
3. Manage desk operations and appearance. Ensure inventory and supplies are well stocked.
4. Ensure that all logs and administrative materials are present at the desks.
5. Open and close all desks in your assigned community.
6. Provide administrative support as required.
7. Perform special projects as assigned.

#### **D. Guest Accounting and Assignments**

1. Perform major tasks associated with preparing for and supervising group check-ins and outs.
2. Gather all materials associated with check-in/out (paperwork, tables, chairs, keys, and access cards) and lead process.
3. Supervise on-site room assignments.
4. Ensure by-room accuracy for assigned groups.
5. Ensure check-in/out sheets and meal cards are properly maintained and secured at the Summer Conference Hospitality desks.
6. Assist specialists with check-in/out reports for each group.

#### **E. Conference Administration**

1. Work closely with the Assistant Hospitality Manager and Program Manager to obtain information about special needs for various groups.
2. Maintain communication with group chaperones.
3. Conduct assignments from a customer service perspective.
4. Document any problems using an Incident Report.
5. Serve as the on-site liaison for groups in the residence halls.

#### **F. Summer Management Team**

1. Continue to develop and encourage positive working relationships among summer conferences staff.
2. Cultivate and develop an inclusive and equitable working environment.
3. Follow up with staff issues.
4. Prepare for, attend, and participate in meetings that pertain to summer operations.
5. Move and/or carry linen, tables, tents, chairs, etc. up to 25 pounds.

#### **G. Duty System**

1. Carry a cell phone for the entire summer period.
2. Respond to all calls and ensure phone is in working order.
3. Serve as a member of the hospitality rotation duty schedule.

#### **H. All Other Duties as Assigned**