Position Description for **Hospitality Supervisor - Communications**

**Reports To**
Assistant Hospitality Manager

**Period of Employment**
Spring Semester (Part-Time), Summer (Full-Time)

**Hours**
40 hr/wk during the summer, varied hours during the spring semester. Overtime may be required during peak occupancy.

**Compensation**
$8.50+ per hour plus summer housing.

**Requirements**
A valid driver’s license along with no outside commitments such as summer school or a second job.

The Hospitality Supervisor - Communications (HSC) 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 and 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.

**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 guest and staff members, serve as a liaison in emergency situations.
7. Conduct spot checks of the hospitality desks during daily shifts.
8. Ensure Summer Guest Records, keys, and access cards are properly maintained and secured at the Summer Conference Hospitality Desks.
9. Directly supervise 4-6 Hospitality Assistants along with 1-2 Communications Assistants.

**B. Key Management**
1. Work in conjunction with the Hospitality Manager, 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 Summer Guest Record audits are performed properly.
4. Assist Key Specialists with key packing prior to a group’s check-in.

**C. Administrative Duties and Desk Management**
1. Oversee supervision and maintenance of all Summer Conference Hospitality Desks in 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 assigned community.
6. Provide administrative support as required.
7. Perform special projects as assigned.
8. Serve as a member of the hospitality rotation duty schedule ensuring the hospitality offices are staffed during normal business hours.
9. Maintain the Team Challenge records for the summer.
10. Prepare the weekly *At Your Service Newsletter*.

**D. Guest Accounting and Assignments**
1. Perform major tasks associated with preparing for and supervising group check-ins and outs.
2. Supervise on-site room assignments.
3. Ensure by-room accuracy for assigned groups.
4. Ensure Summer Guest Records and meal cards are properly maintained.
5. Assist specialists with check-in and check-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 chaperons.
3. Conduct assignments from a customer service perspective.
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. Follow up with staff issues.
3. Prepare for, attend, and participate in meetings that pertain to summer operations.

**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**