

## Position Description

**Position:** Hotel/Cook Manager  
**Reporting To:** General Manager

### **Position Summary:**

This position is responsible for managing and operating the hotel/food services in a professional and profitable manner.

### **Duties and Responsibilities:**

- Register incoming guests;
- Check out guests and ensure invoicing is completed;
- Train, provide direction, and evaluate staff for the hotel/food services. Advise the General Manager of areas necessitating discipline;
- Schedule staff ensuring that adequate staffing levels are maintained. Advise the General Manager of staffing levels;
- Approve payroll, staff timesheets and submit them to the General Manager for processing;
- Coordinate maintenance and repairs to the facility per the General Manager's guidelines;
- Order hotel and restaurant supplies and maintain adequate inventory levels;
- Ensure hotel rules and regulations are followed by staff and guests;
- Ensure that the hotel and restaurant, and any other business activities related to the hotel, operate in a professional manner and that all regulations and legislated standards are adhered to;
- Ensure an adequate inventory level is maintained and coordinate ordering as required;
- Ensure that three daily meals (breakfast, lunch, dinner) are offered and prepared for hotel guests;
- Other duties and responsibilities as assigned by the General Manager.