

Employee Requisition Form

Position to Be Filled: Valet, Pool & Spa Manager

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by ensuring a pleasant stay and experience.

Required Qualifications / Essential Duties:

- Responsible for supervision of the Hotel Team within the following departments: Valet, Pool and Spa Operations
- Creates, develops and implements an effective strategy of organization to maximize guest service and satisfaction
- Responsible for smooth operations of the hotel at all times, ensures guest services are provided and all areas are staffed; handles customer and associate grievances as they arise.
- Coordinates efforts between affected departments for promoting the smooth operations of the business with guest satisfaction as the number one priority.
- Reviews inventory to ensure proper quantities are maintained; places orders when necessary.
- Inspects and evaluates respective areas for maintenance repairs and ensures compliance with appropriate regulations.
- Creates an efficient system of operations for each respective area of responsibility with the goal of decreased wait times and increased guest satisfaction balanced with financial budgets.
- 4 year degree in Hotel management or 3-4 years prior hotel / hospitality managerial experience with progressive advancement exhibited
- Thorough knowledge of Valet, Pool and Spa operations
- Must possess a valid California Drivers License

Reports To: Hotel Operations Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative

Date Posted