



HOTEL DUVAL

415 North Monroe Street - Tallahassee, Florida 32301



Job Openings ~ June 2010

| DEPARTMENT | POSITION | DESCRIPTION | TYPE |
|--------------|------------------------------|--|-----------|
| Shula's 347 | | | |
| | Business Development Manager | Main Focus is on revenue generation that comes from both groups and individuals. Needs to be a great networker and a strong relationship builder. The position requires your efforts to be best spent on: knowing the local market, focusing on strong business segments, knowing the community and neighborhood, capturing the in-house guest, building relationships with organizations such as Chamber of Commerce, CVB, charities, etc., and having a good plan and programs to get great referral business and word-of-mouth advertising. Develop and Execute programs in the marketing plan, holding events, running promotions, helping with media attention and coverage, and selling and positioning the Shula's brand. | Full Time |
| Housekeeping | | | |
| | Supervisor of Guest Details | <p>PRIMARY DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Supervise the housekeeping staff; providing open communication, training, coaching and counseling and provide performance feedback to ensure maximum efficiency • Supervise and inspect the cleaning of the guest rooms, turndown service, public areas and back of the house; ensure compliance with accident/loss prevention programs, SOPs and health/sanitation standards and regulations to achieve a high level of cleanliness and guest satisfaction • Issue supplies/goods to staff at beginning of shift in order to control inventory and ensure proper supplies are available while controlling expenses • Respond to guest requests, concerns and problems to ensure guest satisfaction • Log items into the Lost and Found and answer inquiries to maintain controls and ensure guest satisfaction • Implement emergency training and procedures to ensure appropriate protection of the hotel, guest, staff and company assets • May assist the evening staff in the performance of duties to include: cleaning of lobby, turndown service, trash removal • Participate in hotel committees and task force assignments <p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • Requires working knowledge of Housekeeping and the hotel's services, policies and operations. • Working knowledge is generally learned on-the-job • Requires supervisory skills • Ability to communicate information and hotel services to management and guests • High school education or equivalent experience • Experience required by position is from one to two years of employment in a related position with this company or other organization(s). | |

To submit your application and resume,
 please email as an attachment to employment@hotelduval.com
 or fax to 850-576-9162, attention Hotel Duval Employment
Please do not bring application to hotel. Interviews at Hotel Duval are by appointment only.
 Hotel Duval is an Equal Opportunity Employer
 And a Drug-Free Workplace