JOB TITLE: Manager In Development

LOCATION: Hotel

DEPT: Operation

REPORTS TO: General Manager

JOB CODE: 059

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: 09/06/2017

POSITION SUMMARY:

The Manager in Development (MID) is an Operations/Leadership development program designed for college seniors or recent college graduates. The role is designed to prepare and develop our future leaders in all aspects of hotel operations specific to La Quinta. The MID will have an opportunity to train in all departments with an emphasis on developing leadership skill essential to becoming an Assistant General Manager or Hotel Supervisor with La Quinta.

ESSENTIAL JOB FUNCTIONS:

• Learn and perform duties of each position within the Front of the House.
• Learn and perform duties of each position within the Heart of the House.
• Develop an understanding of La Quinta’s Core Values and Here For You guest and employee philosophy.
• Demonstrate the ability to efficiently and effectively handle guest concerns in a timely manner.
• Demonstrate the ability to develop and lead departmental teams to include hiring, training, continuous development and performance management.
• Develop the ability to mentor department supervisors.
• Develop an understanding of key strategic functions to include: Sales, Revenue Management, Human Resources, Risk Management, Budgeting and other financial responsibilities.

EDUCATION/EXPERIENCE:

MINIMUM EDUCATION:
• Associates Degree or Two year equivalent.
• Bachelor’s Degree preferred.

MINIMUM EXPERIENCE:
• 0-1 year relevant experience.

MINIMUM SKILL REQUIREMENTS:
• Has the managerial skills needed for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a “lead” or “senior” capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
• Has the managerial skills needed for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. May perform staff evaluations and make recommendations regarding pay and/or performance.
• Decisions/impact are normally limited to this position.
• Work consists of moderately complex procedures and where basic analytic ability is required. Problems are solved by selecting from choices defined in work policies and procedures.

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• Makes routine decisions; work may occasionally involve non-standard assignments; however, the methodology is normally prescribed in detail by the immediate supervisor. There is limited opportunity for independent judgment.

• Responds to or handles unfamiliar situations.

• Has knowledge of office or operational procedures. Performs basic typing/word-processing, bookkeeping, checking of charts or records and posting of information to a database/spreadsheet, following instructions.

• Solves problems that generally involve the selection of standard procedures, organizing work, and checking results. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.

• Completes work that requires occasional involvement in projects that result in new ideas or methods. Improved methods generally affect the immediate department.

• Applies established technology solutions to enhance individual or small work group efficiency and effectiveness.

• Serves as a project team member working to achieve defined goals. Work is typical in nature with very few situations requiring new solutions.

• Requires regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.

• Requires regular contact with customers, outside agencies and the general public, supplying or seeking information on non-specialized matters.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

• High dust, dirt, grease environment.
• May work alone or closely with others.
• Requires extensive safety training and/or protective devices.
• Works on slippery or uneven surfaces.
• Regular exposure to chemicals, solvents, fumes and/or gases.
• Regular exposure to weather including heat, cold, dampness and/or humidity.
• Works with poor ventilation or with regular exposure to odors.
• Typically standing and/or walking.
• Moderate lifting or carrying 25-50 lbs.
• Climbing ladders or scaffolds.
• Using tools requiring high dexterity.
• Requires good hearing.
• Requires good near or distant vision.

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AS STATED ABOVE AND ACCEPT THAT ANY OF THE TASKS MAY BE MODIFIED OR CHANGED. I ACCEPT RESPONSIBILITY FOR KNOWING THE MODIFICATIONS AND / OR CHANGES IN THIS JOB DESCRIPTION. I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB AS LISTED ABOVE, WITH OR WITHOUT REASONABLE ACCOMMODATION.

_____________________________  ________________  ____________________________
Employee Signature          Date                 Print Employee’s Name

While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technical development).