

Explore your career choices

Housekeeping

If you take pride in making everything "just so" and want to play a key role in providing a hotel's main product—a spotless guestroom—housekeeping may be for you. You'll also help guests feel comfortable and safe in their rooms.



Human Resources

As the name indicates, being good with "humans" is critical. You'll recruit, select, and train the best job applicants, administer benefits programs, and handle other personnel matters. Hospitality labor shortages and the need to hire good people have put this department in the spotlight.

Front Office

Are you a "people-person"? Do you like computers? Are you good on the phone? You could use those skills to check in guests, accept payments on accounts, exchange messages, and impress guests with the hotel's ability to provide great service. If you like the idea of being at the heart of a hotel's action, the front office is for you.



Guest Service

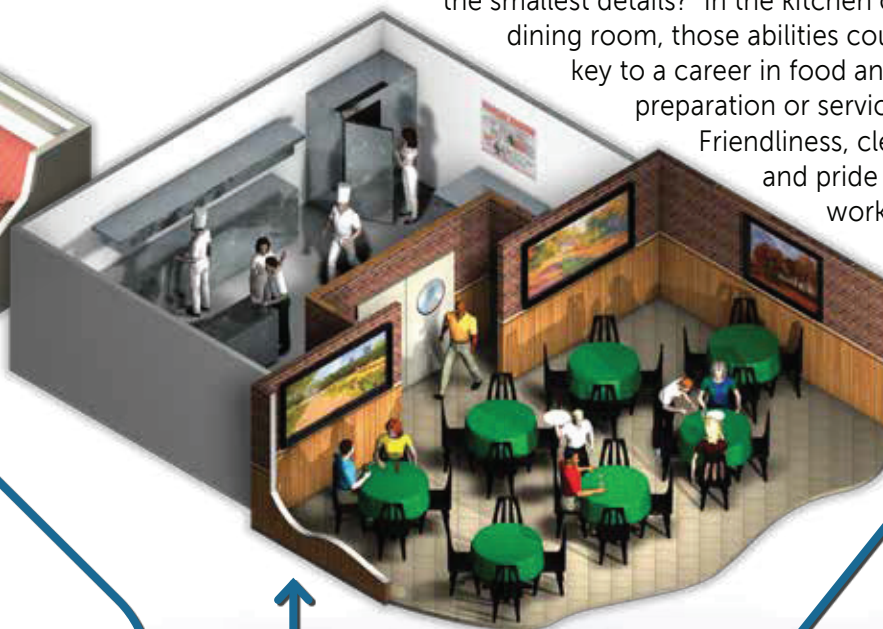
Do you like making good first impressions? Being on the go? Making people feel welcome? You were made for this department! You could do anything from driving the hotel's van to handling luggage or amazing guests by getting them tickets to a sold-out show.



Food & Beverage

Are you creative? Do you pay attention to even the smallest details? In the kitchen or the dining room, those abilities could be your key to a career in food and beverage preparation or service.

Friendliness, cleanliness, and pride in your work are also essential.



Property Management

You're in charge! As general manager, you directly or indirectly supervise every hotel employee and make sure the hotel is performing the way its owners want it to. You'll work with every department to make sure the entire hotel runs like clockwork and guests feel welcome.



Marketing & Sales

Being a good listener and communicator is crucial for marketing and sales. You'll find out what services guests want, suggest ways your hotel can provide those services, and let the world know how great those services are. Your hotel's business growth can depend on you.



Accounting & Financial Management

If people call you "organized" and comment on your ability with numbers, you might be a natural for this area. You'll guide management decisions, make important financial recommendations, and keep track of the dollars.

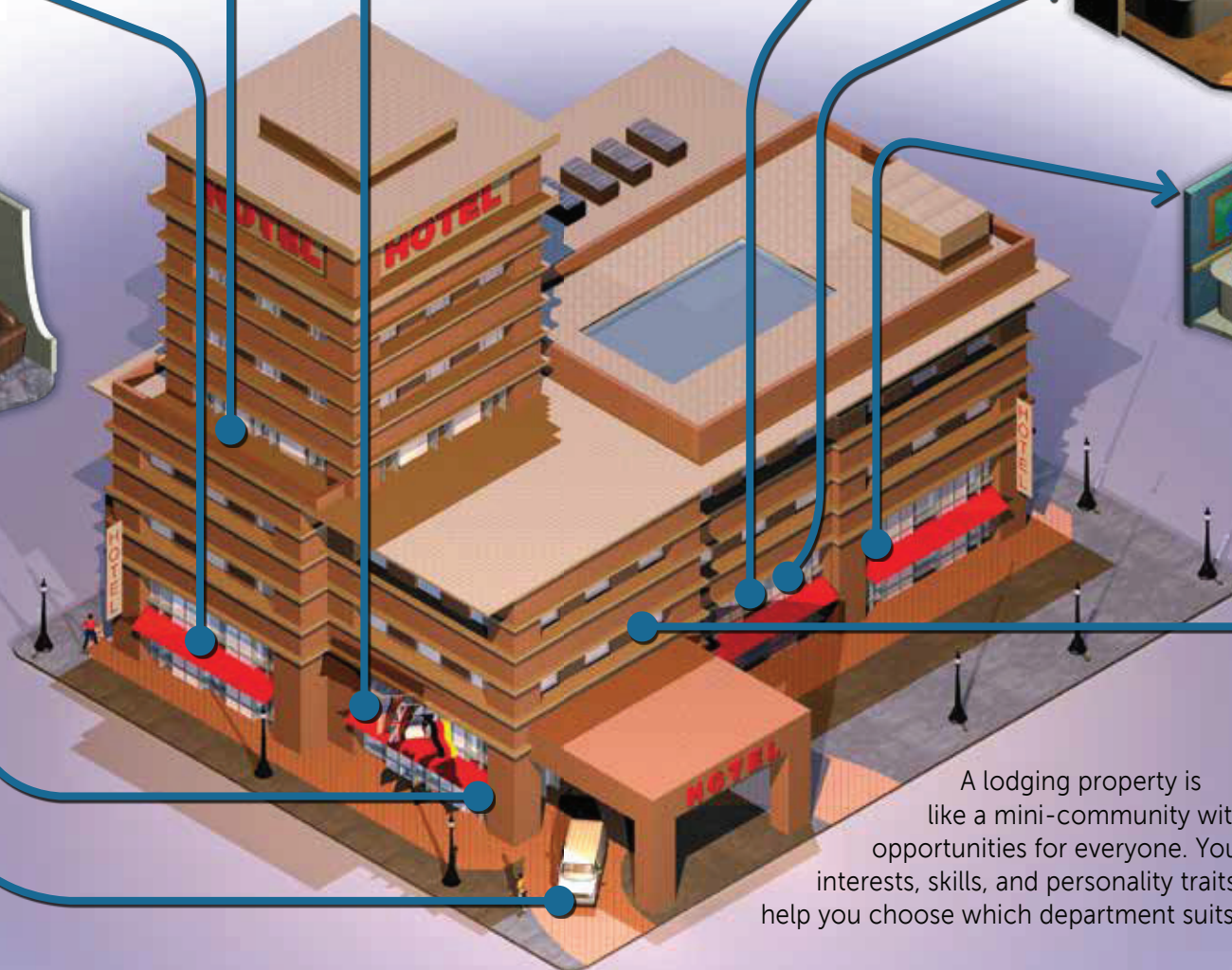


Security

Detail-oriented. A problem-solver. Cool in a crisis. If those words describe you, there could be a career in security waiting for you. You'll balance guest relations with safety and security concerns, and have key input in your hotel's emergency procedures.



A lodging property is like a mini-community with opportunities for everyone. Your interests, skills, and personality traits will help you choose which department suits you.



LODGING INDUSTRY POSITIONS PROPERTY AND CORPORATE

What can you do when you decide on a career in hospitality? Here are 218 possible jobs for you. Just pick an area that interests you and build a career ladder in your field. The opportunities are endless.

Accounting and Financial Management

- Accounting Supervisor
- Accounts Payable Clerk
- Accounts Payable Supervisor
- Accounts Receivable Clerk
- Accounts Receivable Supervisor
- Assistant Controller
- Corporate Controller
- Credit Manager
- Director of Finance & Administration
- Director, Purchasing Department
- Hotel Controller
- Night Auditor
- Payroll Accountant
- Payroll Assistant
- Payroll Supervisor
- Payroll Clerk
- Purchasing Manager
- Vice President/Chief Financial Officer

Rooms Division/Facilities

- Assistant Houseperson
- Assistant Parking Facilities Manager
- Assistant Reservations Manager
- Automobile Valet
- Bell Captain
- Bell Staff
- Cashier
- Chauffeur
- Concierge
- Customer Service Representative
- Electrician
- Elevator Operator
- Engineering Supervisor
- Executive Housekeeper
- Front Office Cashier
- Front Office Manager

- Groundskeeper
- Guest Service Manager
- Hotel Assistant Housekeeping Director
- Hotel Front Desk Agent
- Hotel Front Office Manager
- Hotel General Cashier
- Hotel Reservations Operator
- Hotel Switchboard Operator
- Inspector
- Landscapers
- Laundry Attendant
- Laundry Manager
- Linen and Uniform Attendant
- Linen Distribution Attendant
- Linen Room Supervisor
- Lobby Attendant
- Mail Information Clerk
- Night Clerks
- Night Manager
- Night Supervisor
- Package Room Personnel
- Parking Facilities Attendant
- Parking Facilities Manager
- Receptionist
- Reservations Clerk
- Reservations Manager
- Room Attendant
- Rooms Division Manager
- Seamstress
- Security Director
- Security Guard
- Security Technician
- Security/Loss Prevention Manager
- Supply Clerks
- Storeroom Person
- Translator
- Valet Parking Attendant
- Vice President of Operations

Sales and Marketing

- Assistant Vice President of Sales & Marketing
- Catering Sales Representative
- Clerical Staff
- Communications Manager
- Conference Coordinator
- Convention Services Manager
- Convention Services Coordinator
- Director of Communications
- Director of Convention Sales
- Director of Public Relations
- Director of Sales and Marketing
- Editor
- Graphics Manager
- Group Sales Manager
- Group Sales Representative
- Market Researcher
- Meeting/Conference Planner
- National Sales Manager
- Promotion/Public Relations Specialist
- Regional Director of Sales and Marketing
- Research/Statistical Manager
- Sales Manager
- Vice President Sales & Marketing

Information Technology

- Manager, Information Technology
- Programmer/Analyst
- System Programmer
- Systems Analyst

LODGING INDUSTRY POSITIONS PROPERTY AND CORPORATE

Leadership

- Assistant General Manager
- Association Manager
- Division President
- Innkeeper Manager, Bed & Breakfast
- Hotel General Manager
- Owner/Operator
- President/CEO
- Vice President of Administration
- Vice President of Business Development
- Vice President of Franchising
- Vice President of Hotel Development

Human Resources

- Manager, Equal Employment Opportunity
- Personnel Assistant
- Personnel/Human Resources Manager
- Personnel Specialist
- Quality Assurance Manager
- Training Manager
- Vice President of Human Resources

Recreation

- Assistant Golf Professional
- Assistant Tennis Professional
- Caddie
- Entertainer
- Golf Professional
- Golf Shop Salesperson
- Lifeguard
- Recreation Specialist
- Ski Instructor
- Social Activities Manager
- Spa Director
- Swimming Instructor
- Swimming Pool Manager
- Tennis Professional
- Tour Escort

Food and Beverage

- Assistant Baker
- Assistant Banquet Chef
- Assistant Banquet Manager
- Assistant Beverage Director
- Assistant Broiler/Grill Cook
- Assistant Executive Steward
- Assistant Food/Beverage Director
- Assistant Fry Cook
- Assistant Pantry Person
- Assistant Pastry Chef
- Assistant Restaurant Manager
- Assistant Service Cook
- Assistant Soup/Vegetable Cook
- Baker
- Banquet Assistant Cook
- Banquet Bartender
- Banquet Beverage Server
- Banquet Beverage Runner
- Banquet Busperson
- Banquet Captain
- Banquet Chef
- Banquet Cook
- Banquet Houseperson
- Banquet Runner
- Banquet Server
- Banquet Steward
- Bartenders
- Beverage Manager
- Beverage Runner
- Broiler Cook
- Busperson
- Cashier
- Catering Director
- Catering Manager
- Counter Person
- Counter Server
- Counter Supervisor
- Dietary Aide
- Dietitian
- Dining Manager
- Dining Room Manager
- Director of Dietary Department
- Dishwasher
- Executive Chef

- Executive Steward
- Food & Beverage Controller
- Food & Beverage Director
- Fry/Sauté Cook
- Head Broiler/Grill Cook
- Head Cashier
- Head Dishwasher
- Head Fry Cook
- Head Houseperson, Banquets
- Head Pantry Person
- Head Room Service Cook
- Head Soup/Vegetable Cook
- Head Steward
- Hotel Food & Beverage Controller
- Kitchen Attendant
- Kitchen Manager
- Kitchen Supervisor
- Lounge/Bar Manager
- Maitre d'
- Night Steward
- Pantry Cook
- Pantry Preparation Person
- Pastry Chef
- Pastry Cook
- Receiving Clerk
- Restaurant Manager
- Room Service Attendant
- Room Service Busperson
- Room Service Manager
- Service Bartender
- Serving Line Attendant
- Sommelier
- Soup and Sauce Cook
- Sous Chef
- Steward
- Steward's Runner
- Vice President of Food & Beverage
- Waiter/Waitress