

Link to apply: <http://ch.the.taleo.net/CH02/ats/careers/requisition.jsp?org=JDVHOSPITALITY&cws=43&rid=6871>

The Moorpark hotel is looking for a highly motivated, experienced, and energetic person to join our team as a Front Office Supervisor.

Are you ready for a fantastic opportunity that will help you practice flexibility and growth into your next role in hospitality? Are you interested in making a difference in the guest and team member experience while impacting the bottom line? Then keep reading!

What can we tell you about the property?

The Moorpark Hotel in San Jose features a contemporary clubby design, highlighted by neo-traditional style and tailored details. Special features include a billiards loft, heated pool, hot tub, spacious fitness center, business center, conference facilities, and a VIP club level with exclusive services and amenities. The Park Bar & Grill opens to the hotel's sunny courtyard and serves relaxed American fare.

Who is COMMUNE HOTELS + RESORTS?

We are an international hotel management company with a leading portfolio of transformative, boldly innovative boutique hotel and resort brands. We create the kind of distinct experiences that can transform your day, your trip, or even your life.

Take a look at what we've created so far:

- Joie de Vivre—our hip collection of hotels that focus on the quirky and the local.
- Thompson Hotels—urban and sophisticated properties that appeal to the modern nomad.
- Tommie—a design-centric, value-conscious line of hotels in gateway cities internationally.

At Commune, we are passionate about our culture and proud to hire high performing individuals that are aligned with our purpose – *Creating Transformative Experiences that Inspire the Human Spirit.*

To succeed in this role you are an individual who:

- Is highly self-motivated and hands-on
- Accomplishes work strategically and can influence others
- Is authentic and approachable and can connect with a diverse group of team members and guests
- Visibly displays a high level of service, integrity, and judgment
- Is an innovative thinker who can be creative to improve the guest experience and influence the team to embrace new ideas
- Enjoys a fast paced work environment and can respond quickly and smartly
- Someone who is comfortable and experienced in giving on-the-spot feedback to colleagues in regards to service and processes.
- A person who is able to blend an authentic, unique, and personalized service with a professional approach.

Our ideal candidate must be a team player with exceptional technical and communication skills. You must love to be “hands on” and not prefer supervising from a desk. This person will need to have a good sense of project and time management skills. This person must be able to work weekends. Strongest candidates will have a hospitality background and experience in a supervisory role.

What you will be responsible for:

- Supervise the operations of the front office, guest services, shuttle service, and room service.
- Provide the support, training, and tools to the front office team.
- Partnering with the Rooms Division Manager to ensure all responsibilities are carried out in a timely, accurate, and professional manner, in accordance with Commune's Core Values and Joie de Vivre Hotels' service standards.

With this job, you will have the opportunity to make a difference in the lives of our guests, employees, investors and communities. We are looking for someone that understands what it means to live the Spirit of Commune and believes in our culture as much as we do. Here are some essential job qualifications:

Essential:

- Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness and work with a minimum of supervision.
- Interpersonal skills and the ability to work well with co-workers and the public.
- Previous guest service supervisory experience.
- High school graduate, some college.
- Ability to satisfactorily communicate in English (speak, read, write) with guests, management, co-workers and vendors.
- Ability to accurately compute and manipulate mathematical calculations.
- Previous experience in cash handling.
- Computer knowledge in Windows environment as well as proficiency in property management system.
- Experience with cost controls and yield management.
- Ability to work a variety of varying schedules.
- Punctuality and regular and reliable attendance.
- Interpersonal skills and the ability to work well with co-workers and the public.

Desirable:

- College degree
- Ability to communicate in a second language

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