Manager Trainee

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RE-POST

Manager Trainee

Hospitality Services

Temporary full-time from January 2, 2018 to April 30, 2019

4 month unpaid leave May 1, 2018 to August 30, 2018

Hiring #: 2017-0607

Please read the Application Instructions [1] before applying

The purpose of the Manager Trainee program is to develop suitable potential candidates for consideration for future regular full-time employment opportunities in Hospitality Services supervisory and management positions.

Under the supervision and direction of a Hospitality Services Unit Manager, the trainee will rotate through and be trained in a variety of job duties and assignments that include operations; advertising; budgeting; budget administration; purchasing; inventory control; scheduling; hiring; training and supervision of staff, planning and control activities and other related supervisory duties specific to the hospitality unit assigned to.

Requirements of the position include: minimum of one year post-secondary training plus some progressive experience or an equivalent combination of education and experience within the hospitality services sector. Excellent communication skills and proficiency in computer software (word, internet and spreadsheets) are essential as in demonstrated ability to develop leadership skills and technical skills within an identified hospitality services area.

Schedule is September to April, with a layoff period from May to August. Date subject to change based on operational requirements.

Normal Hiring Range: $45,714 - $51,809

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2017 11 22
Closing Date: 2017 11 29

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Manager Trainee
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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply