Manager Trainee

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Professional and Managerial Group

Manager Trainee

Hospitality Department

Temporary full-time from November 2021 to November 21, 2022

Hiring #: 2021-0633

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 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 (1) year post-secondary education along with 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.

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

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: 2021 11 25
Closing Date: 2021 12 02

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