

Careers in Hotel Management



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Hotel Management

- Focuses on the knowledge and skills needed to pursue staff and management positions available in the hotel industry.
- Includes departments within a hotel such as:
 - Front office
 - Housekeeping
 - Security
 - Engineering



College and Career Initiative

- Education initiative designed to prepare students for a:
 - Lifetime of success
 - Secondary and postsecondary opportunities
 - Career preparation and advancement
 - Meaningful work
 - Active citizenship
- Designed to help students (and parents) make:
 - Wise education choices
 - 21st Century curricula combining
 - rigorous academics and
 - relevant career education

Programs of Study

- **Lodging**
 - Lodging Manager

** Programs of Study in your school may be different from the recommended sequence of coursework.*

Lodging

Lodging Manager



High School

Career Related Electives

- 9th – Principle of Hospitality and Tourism
- 10th – Lifetime Nutrition and Wellness or Hotel Management
- 11th – Hospitality Services or Human Resource Management or Business Management
- 12th – Practicum in Hospitality and Tourism or Problems and Solutions

**Note - Sequence of courses in your school may be different from the recommended sequence of coursework.*

On the Job Training

- Bell Attendant
- Concierge Trainee
- Front Desk Assistant
- Guest Room Attendant
- Laundry Attendant
- PBX Operator
- Public Space Cleaner
- Reservations Assistant
- Rooms Division Assistant

Certificates

- Bell Attendant
- Concierge
- Front Desk Representative
- Guest Room Attendant
- Lodging Management Program
- OSHA CareerSafe ®
- Reservationist
- Rooms Division Assistant
- Rooms Division Specialist

Career Options:

- Bell Attendant
- Concierge
- Front Desk Clerk
- Manager Trainee
- Rooms Division Specialist

Associate Degrees

- Food and Hospitality Services
- Hospitality Management
- Hotel Management
- Hotel/Restaurant Management

Career Options:

- Assistant Executive Housekeeper
- Front Office Assistant Manager
- Hotel Assistant Manger

Bachelor Degrees

- Hospitality Administration
- Hospitality Management
- Hotel and Restaurant Management
- Restaurant, Hotel, and Institutional Management

Career Options:

- Convention Services Manager
- Executive Housekeeper
- Front Office Manager
- Lodging Manager

Graduate Degrees

- Hospitality Administration
- Hospitality Management
- Hotel and Restaurant Management
- Restaurant, Hotel, and Institutional Management

Career Options:

- Corporate Service Trainer
- Executive Director
- Recreations Manager
- Training and Development Specialist
- Vice-President Operations

Hotel Careers

**Baggage,
Porters and
Bellhops**

Concierges

**Hotel, Motel,
Resort Desk
Clerks**

**Housekeeping
Supervisors**

**Maids and
Housekeeping
Cleaners**

[CareerOneStop - Career and Cluster Videos](#)

Click on link

Obtaining Employment

- When seeking employment, have available:
 - Career portfolio
 - Resume
 - Certifications
 - Record of skills attained
 - Letters of reference
 - Completed job application
 - Interview skills

Maintaining Employment

- Once you have secured employment, be sure to:
 - Arrive to work on time
 - Work responsibly
 - Work safely
 - Respect the business
 - Maintain a positive attitude
 - Complete your assigned tasks

Terminating Employment

- If you have to quit your job, be sure to follow these steps:
 - Give at least two weeks notice
 - Submit a letter of resignation which may include:
 - Reason for leaving
 - Thanking employer for experience
 - Offering to train new employee

Professional Organizations

- [Hospitality Financial & Technology Association](#)
- [Hospitality Sales and Marketing Association](#)
- [National Concierge Association](#)
- [Texas Hotel & Lodging Association](#)
- [Texas Restaurant Association](#)

Click on links

Continued Education

- Learning does not stop after completing a program
- Must keep up with current trends in the industry
- Continue updating your skills through
 - Certificate programs
 - Conferences
 - Educational opportunities
 - Meetings
 - Seminars
 - Webinars

Employment Opportunities

- Networking
- Newspaper ads
- Hotel/Restaurant/Travel Website
- Texas Workforce Commission

Questions



References and Resources

Images:

- Microsoft Office Clip Art: Used with permission from Microsoft.

Textbook:

- Reynolds, J. (2010). *Hospitality services food & lodging*. (Second ed.). Tinley Park, Illinois: Glenco, McGraw-Hill.

Websites:

- Achieve Texas
An education initiative designed to prepare students for a lifetime of success
<http://www.achievetexas.org/>
- CTE – Learning that works for America
Nationwide, Career Technical Education (CTE) programs are changing, evolving and innovating to better serve the country's needs.
<http://www.careertech.org/>
- O*NET OnLine
Detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!
<http://www.onetonline.org/>
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