

I have also identified yet another site wanting Professionals for Hotel Management.

The Name of the Hotel is:

J and M AirPort Road Hotel located seven miles away from Kampala City towards the Uganda International Air Port. It as inaugurated during the Common Wealth Heads of States Government meeting season in Uganda.

It is privately owned by Mr. Behakanira Joseph of Kampala Uganda, who is also the contact person if any need arises concerning the operations and management.

His contact details are:

Telephone number +256-702403128 and +256-772-403128.

He needs five volunteers in the assisting in the management of the Hotel for a period of one year in the fields of:

- Front Desk staff,
- House keeping, service,
- Marketing, Human Resource,
- Executive Chef and
- Accountant.

Job Description for Marketing Manager.

- Generate group business for example tour / travel business
- Manage meeting rooms for group business accounts
- Make frequent contacts with new accounts after the sales have been made
- Work closely with the Manager Foods and Beverages when the meetings involve food and beverages
- Develop the advertising Budget by determining which media will be the most effective outlets for the Hotel's advertising effort.

- Be responsible for developing and implementing short and long range plans to ensure that the Hotel's preferred image is constantly and consistently portrayed to the community and to the being served by the Hotel.
- When the policy allows for entertainment select secure and arrange for these entertainments.
- To closely interact with other department managers to sell and market the services offered by the Hotel.

- Formulate and advise management on strategic marketing, planning by thought, careful and analysis of five components:
 - The product
 - The market
 - The competition
 - The marketing segmentation.

Reporting: to the General Manager.

2-Job description for the House keeping Manager:

- Ensure high standards of cleanness, hygiene of self and working area especially guest rooms, public areas and pantry.
- Selecting and ordering all professional detergents to be used in the cleaning and laundering light and heavy linen
- Suggesting re-ordering all specifications of new linen in guest rooms, dinning and banqueting areas
- Schedule activities for the week
- Making a variable staff/employee work schedule by being guided by occupancy forecasts generated by front office in order to determine the right number of staff to schedule a day for every position in your department
- Day offs and request offs should be indicated on the posted work schedules.
- Ensure required equipment in available when and as required for guest service
- Attend to the guest property and to ensure all laundry is attended to and delivered to their respective rooms
- Ensure general cleanness for the entire hotel areas
- Receiving duty allocations fro the house keeper for the day
- To carry out any task as may be assigned by the supervisor.

Reporting to the General Manager.

Job description for Front Office Manager

- participate in the selection of front office personnel
- train cross- train and retains all front office personnel
- schedule the front office staff
- supervise work loads during shifts
- evaluate the job performance of each front office employee
- maintain working relationships with departments
- resolve guest problems quickly, efficiently, and courteously
- review and complete credit limit report
- work with the allotted budget for the front office

- enforce all cash-handling, check-cashing and credit policies and
- any other duties as assigned.

Job description for the Human Resource

- to ensure staff development
- staff recruitments
- staff organization
- work out staff leave roster, overtime allowances, salaries, cut-offs, etc
- schedule staff education roster
- prepare an organ gram for the Hotel
- handle any other duties as assigned by the Hotel Manager
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Job Description for an Executive Chef.

- Estimate food consumption or requisitions food ingredients and kitchen supplies
- Review menu and determine food and labor policy to control costs
- Supervise cooking and other kitchen personnel and ensure economical and timely food production
- Devises special dishes and develop recipes
- Participate in the hiring, training and discharging of employees
- Maintain timely pay roll operation food production depending on the policy
- Responsible for training of apprentices
- And to perform other tasks as assigned by the management.