

Lodging Managers

SOC: 11-9081 • Career Profile Report

■ Key Facts

\$68,130

Median Salary

52,000

Employment

+3.0%

Growth Rate

■ Requirements & Salary Range

Education: High school diploma

■ Automation Risk Assessment

Low Risk - 18.0% probability of being automated in the next 10-20 years.

This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■ Work-Life Balance

9.5/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.2/10	Investigative	6.8/10
Artistic	4.4/10	Social	7.8/10
Enterprising	8.6/10	Conventional	7.4/10

■ Top Skills Required

Business skills, Customer-service skills, Interpersonal skills, Leadership skills, Listening skills, Organizational skills, Problem-solving skills

✓ Strengths

- High Demand
- Flexible Work
- Continuous Learning

■ Challenges

- Burnout Risk
- Rapid Technological Change

■ What They Do

Lodging Managers typically perform the following tasks:

- Answer inquiries pertaining to hotel policies and services, and resolve occupants' complaints.
- Participate in financial activities, such as the setting of room rates, the establishment of budgets, and the allocation of funds to departments.
- Confer and cooperate with other managers to ensure coordination of hotel activities.
- Greet and register guests.
- Monitor the revenue activity of the hotel or facility.
- Manage and maintain temporary or permanent lodging facilities.
- Train staff members.
- Observe and monitor staff performance to ensure efficient operations and adherence to facility's policies and procedures.
- Coordinate front-office activities of hotels or motels, and resolve problems.
- Inspect guest rooms, public areas, and grounds for cleanliness and appearance.
- Assign duties to workers, and schedule shifts.
- Receive and process advance registration payments, mail letters of confirmation, or return checks when registrations cannot be accepted.
- Interview and hire applicants.
- Purchase supplies, and arrange for outside services, such as deliveries, laundry, maintenance and repair, and trash collection.
- Collect payments and record data pertaining to funds and expenditures.
- Develop and implement policies and procedures for the operation of a department or establishment.
- Prepare required paperwork pertaining to departmental functions.
- Show, rent, or assign accommodations.
- Perform marketing and public relations activities.
- Organize and coordinate the work of staff and convention personnel for meetings to be held at a particular facility.

*Generated by StartRight • Data from U.S. Bureau of Labor Statistics & O*NET*

Source: <https://www.bls.gov/ooh/management/lodging-managers.htm>