

Night Supervisor

EmployerDays Inn & Suites Strathmore

Job ID

41027

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LOCATION	DATE POSTED	EXPIRY DATE	
400 Ranch Market, Strathmore, AB Alberta	02-09-2026	01-03-2027	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$ 25.00 hourly / 30 to 40 hours per week	1 year to less than 2 years	Secondary (high) school graduation certificate

Job Details

Days Inn & Suites Strathmore

Position: Night Supervisor

Wage: \$ 25.00 hourly / 30 to 40 hours per week

Job Duties:

1. Coordinate, assign, and monitor the daily work of night clerks and front desk staff to ensure that guest services and overnight operations are completed efficiently.
2. Establish and adjust work schedules, shift procedures, and task assignments for night staff based on hotel occupancy and operational requirements.
3. Coordinate overnight activities with housekeeping, maintenance, management, and other hotel departments to ensure smooth communication and uninterrupted guest services.
4. Perform front desk and night clerk duties as required, including guest check-ins and check-outs, processing payments, responding to inquiries, and handling overnight requests.
5. Address operational and guest service issues arising during the night shift, provide guidance to staff, and recommend measures to improve service efficiency and guest satisfaction.
6. Assist guests with special requests or specific needs, resolve complaints, and ensure appropriate follow-up to maintain a positive guest experience.
7. Participate in hiring and provide training and orientation to new night clerks regarding front desk procedures, safety requirements, hotel policies, and customer service standards.
8. Prepare and submit shift reports, including information on guest incidents, occupancy, transactions, staff activities, and any issues requiring management's attention.

Terms of employment

: Permanent, Full time

Business Location

: 400 Ranch Market Strathmore, AB T1P 0B2

Qualification

- Education : Secondary (high) school graduation certificate
- Experience Requirements : minimum one year of experience in the hotel or hospitality industry, including supervisory responsibilities.

Language

: English

How to Apply

- By Mail: 400 Ranch Market Strathmore, AB T1P 0B2
- By Email: daysinn.strathmore@hotmail.com

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