

# Manager - Makabata Guesthouse & Cafe

*The Manager leads the operation and development of Bahay Tuluyan's pioneering social enterprise and youth training program, Makabata Guesthouse & Cafe. S/he is responsible for all the operations of the guesthouse, including supervision of staff and youth and growth of the social enterprise. Ideal candidates would be experienced in the hospitality industry, willing to lead and teach through example and passionate about growing the enterprise for the benefit of children and youth.*

## Education & Experience

### Minimum:

- Bachelor's degree in hospitality related field
- At least 5 years work experience in hospitality related field
- Management experience

### Preferred:

- Education in social enterprise and/or business development
- Experience in mentoring or teaching youth
- Experience in social enterprise

## Skills

- Management skills
- Excellent interpersonal and communication skills (Tagalog & English)
- Very good level of computer literacy
- Excellent competency in Housekeeping, Food & Beverage Service and Front Desk Services
- Knowledge/skills to teach and mentor youth

## Key Job Responsibilities

- Coordinate the provision of on-the-job vocational training to Social Enterprise Youth Associates (SEYA) within the guesthouse
- Oversee and take a hands-on role in guest management including taking bookings, check-ins, receiving payment, tending to concerns and overall guest experience
- Oversee and be actively involved in housekeeping of facilities, including maintaining guest rooms, function rooms and common areas
- Oversee and be actively involved in food and beverage services including budget planning, purchasing, food preparation, service, kitchen management
- Lead social enterprise operation and development - day to day operations of the social enterprise as well as business development and growth

## Location

Bahay Tuluyan Manila, 2218 Leveriza St, Malate, Manila

## Salary Range

PHP 23,000 - 27,000 basic monthly