



About Us

Winter Park Chateau is a family-owned luxury boutique hotel nestled in the heart of Winter Park, Colorado. As the only boutique hotel in the area, we pride ourselves on delivering a warm, elevated, and personal guest experience. We are pet-friendly, community-focused, and deeply rooted in the local mountain lifestyle. Joining our team means becoming part of a close-knit organization that values hospitality, authenticity, and a true sense of belonging.

The Role

We are seeking a full-time, on-site Chateau Manager to lead daily hotel operations and uphold our standard of excellence. This is a hands-on leadership role ideal for someone who thrives in boutique hospitality, enjoys wearing multiple hats, and is passionate about creating exceptional guest experiences.

The Chateau Manager oversees staff, guest services, financial performance, and property operations while serving as the primary steward of the Chateau's culture and brand.

Key Responsibilities

Guest Experience

- Deliver and maintain an exceptional guest experience from arrival to departure
- Oversee check-in and check-out procedures
- Respond promptly and professionally to guest inquiries, requests, and concerns
- Build meaningful relationships with guests to encourage repeat stays and positive reviews

Staff Leadership & Management

- Recruit, hire, train, and supervise all hotel staff (housekeeping, maintenance, etc.)
- Foster a positive, collaborative, and accountable work environment
- Ensure staff compliance with hotel policies, procedures, and service standards
- Lead by example with a hands-on, supportive management style

Financial & Operational Performance

- Manage the hotel budget, monitor expenses, and support financial planning
- Track and analyze KPIs including occupancy, RevPAR, and guest satisfaction
- Implement strategies to maximize revenue and operational efficiency

Property & Maintenance Oversight

- Ensure the property is clean, safe, and visually exceptional at all times
- Coordinate maintenance, repairs, and vendor relationships
- Conduct regular inspections of rooms and common areas
- Plan and oversee renovations or upgrades as needed

Inventory & Administrative Management

- Monitor and manage inventory of supplies and equipment
- Order supplies in a timely and cost-effective manner
- Maintain accurate records, reports, and documentation
- Ensure compliance with all local, state, and federal regulations

Qualifications

- Proven supervisory and team leadership experience
- Strong communication and interpersonal skills
- Exceptional customer service mindset
- Experience with budgeting and financial oversight
- Knowledge of local recreation and activities is a plus
- Strong problem-solving skills and proactive approach
- Previous hospitality management experience strongly preferred
- Bachelor's degree in Hospitality Management, Business, or related field preferred

Position Details

- **Schedule: Full-time, 40 hours per week**
- **Days: 5 days per week with flexible scheduling**
- **Location: On-site in Winter Park, CO**

Compensation

- Salary: \$65,000–\$85,000 annually, based on experience
- Bonus: Annual bonus program

How to Apply

Interested candidates are invited to send their resume to: hello@winterparkchateau.com