

ACCOMMODATION SUPERVISOR – Job Responsibilities

- Assist the Board by overseeing the day-to-day Hotel operations – bookings & guest payments.
- Manages fixtures, furnishings & all Hotel related goods inventory and ordering relative to anticipated volume for optimal freshness and minimal waste.
- Manage room bookings & change overs.
- Assist with marketing of the Hotel.
- Contribute / assist to morning dining room operations for Hotel guests.
- Deal with guest check outs & any queries.
- Assist in other areas of the Country Inn when necessary.
- Oversee the general maintenance of rooms & all hotel associated equipment feeding back any damage & issues to the Board.
- Check fire doors & all other fire related resources following standard operating procedures.
- Attend any training courses required.
- Supervise the duties & Rota of house-keeping staff.
- Keep a log of bookings & change overs.
- Inspect lounge & dining room areas & maintain cleanliness.
- Experience in a hospitality role will be an advantage.

This is a 'Mostly Morning's' position for a minimum of 2-4 days per week (12-16 hrs PW). The salary is paid at £12.50 per hour. This is a seasonal position – initially from 31st March to 6th October.