



JOB TITLE: Assistant Housekeeping Manager - Rooms Division

JOB REFERENCE: AHM 02-18

We are looking to recruit a Full Time Assistant Housekeeping Rooms Division Manager with an excellent attitude.

The Position:

The main responsibilities for this position include:

- Manage the daily activities of the housekeeping department
- Conduct daily and weekly communication meetings
- Working with management to ensure budgets are met
- Coaching team members to ensure the highest of standards are adhered to
- Helping to complete stock inventories of HSK supplies
- Help control all Resort linen and stock inventory of same
- Responsible for cleanliness and upkeep of all guest rooms within the Resort
- Respond to Hotsos, ensuring effective operations
- Responsible for administrating Opera/Maestro
- Responsible for supervising, training and developing staff
- Responsible for all aspects of Timepoint, including but not limited to; entering rotas, completing dailies and approving weekly wages

The Person:

Applicants must:

- Be able to demonstrate an ability to lead, motivate and inspire a team;
- Be performance driven and focused on implementing a culture of excellent customer service.
- A minimum of 4 years' experience in all aspects of Housekeeping;
- At least 2 years of supervisory experience;
- Previous experience managing a team of housekeeping employees through motivation, coaching and development.

What we offer:

- Upon passing a 6-month probation, you will be invited to enjoy an overnight stay in one of our luxurious bedrooms as well as friends and family rates on accommodation
- Employees can also dine free of charge when dining with a paying guest in our wonderful restaurants - Gillies, Fratelli, Fratelli Belfast & Café Parisien.
- Employees will also receive 25% discount on Spa treatments and products and 50% staff discount in our River Room when dining with a paying guest.
- Training and development opportunities
- Attractive pay scale on offer

Galgorm Resort & Spa are an Equal Opportunities Employer