



**JOB TITLE: Assistant Housekeeping Manager - Rooms Division**

**JOB REFERENCE: AHM 05/19**

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

***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 3 years' experience in all aspects of Housekeeping;
- At least 1 year of supervisory experience;
- Previous experience managing a team of housekeeping employees through motivation, coaching and development.

**Galgorm Spa & Golf Resort are an Equal Opportunities Employer**

**We reserve the right to enhance the criteria to aid shortlisting. In the event that we receive large numbers of applications only those that are shortlisted will be contacted.**

**Please be aware that by applying for this post you are consenting to Galgorm Resort & Spa processing the information you have provided for the purposes of Recruitment and Selection for this role. Further details are available in our Job Applicants Privacy Policy available on request from the HR department.**

**Closing date for all applications will be **Friday 31<sup>st</sup> May 2019**. To apply for this position please email your application form or CV to [HR@galgorm.com](mailto:HR@galgorm.com) ref; AHM 05/19**