



JOB TITLE: Laundry Manager

JOB REFERENCE: LM 04/19

The Position:

The main responsibilities for this position include:

- Oversee the team of laundry attendants to achieve operational standards
- Manage the daily operations within the laundry department
- To be fully conversant and comply with the health, safety, hygiene, fire and security regulations and procedures of the hotel and to ensure others are aware of their responsibilities in this regard
- Manage training and development of laundry staff
- Monitor and record all linen in and out of the laundry
- Monitor, record and report on all damages
- Implement cost saving measures where possible
- Manage staffing and rotas in a timely fashion to ensure adequate staff cover at all times
- Ensure that all machinery is in working order and manage callouts for engineers when needed
- Plan, schedule and be responsible for laundry stock counting
- Maintain a safe working environment for all employees
- Be familiar with all operational equipment and chemicals used with in the laundry
- Carry out any other duties as requested by Department heads or Management.

The Person:

Essential:

- Have the ability to plan and organise on a daily basis
- The ability to supervise a team of people
- The ability to remain calm while under pressure

Desirable:

- Previous experience in a laundry/housekeeping environment

We reserve the right to enhance the criteria to aid shortlisting and, 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 Spa & Golf Resort 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 our HR department.

The closing date for this position is Thursday 18th April 2019 at 4pm.

Galgorm Spa & Golf Resort are an Equal Opportunities Employer

To apply for this position, please email your CV to HR@galgorm.com