



Company Details Confidential



#JOB-2358200



The Fleet Hotel, 19/20 Fleet Street,
Templebar, Dublin 2, D02 WP97



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



02/10/2024



30/10/2024

How to apply

Application Method :

Not available



Open your camera app & point here to view this ad online



Hotel Duty Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Hotel Duty Manager

Company: Fleet Hotel Trading Limited

Job Location: The Fleet Hotel, 19/20 Fleet Street, Templebar, Dublin 2, D02WP97

Start date: 04/11/2024

Contract type: Permanent Full-time

Career level: Experienced [Non-Managerial]

Salary: 34000 Euro Annually

Hours per week: 39

Remote/Blended Working: No

Sector: accommodation and food service activities

Candidate Requirements

Essential:

Languages : English B2-Upper intermediate

Comparison mode : AND - All Languages must match criteria.

Minimum Experience Required (Years) : 5 Years of Hotel Management

Minimum Qualification : Third Level Degree

Desirable:

Ability Skills : Catering, Customer Service, Hospitality, Interpersonal Skills

Competency Skills : Problem Solving, Teamwork, Time Management, Working

on own Initiative

Description

Applicant must have over 5 years high level experience in a busy hotel

Be able to work with the Management Team to ensure the smooth running of the

hotel operation on a day to day basis.

Ensure the efficient running of all areas whilst on duty and making provision for

preparation while off duty

Effectively lead, motivate and communicate clearly in developing the team.

Manage all areas within your remit to ensure positive customer experiences

through the implementation of all standards and service culture.

Maintain and develop systems, policies and procedures to ensure the smooth

running of the business.

Responsible for effective relationship building with customers and employees.

Responsible for all departments. Restaurant; Front of House, Housekeeping, Kitchen and any other

department of the Hotel as and when required.

To assist in all Food and Beverage Outlets across the Hotel as required.

Responsible whilst on shift, for all Food & Beverage areas to include planning

and coordinating service, supervision and training of team members, cash

handling and guest assistance.

Be proactive and have a desire to develop standards and promote continuous

improvement among employees.

Be fully conversant on the daily business and the hotels upcoming business.

Ensuring that each department is operating in accordance with the hotel standards

and staffing levels.

Health & Safety management.

Responsibility for the Health, Safety and security of all guests, team members

and the Hotel facilities.

Be courteous and professional and focused on providing a consistently high

standard of service.

Carrying out duty shifts and assisting in Reception, Accommodation and all Food

and Beverage outlets when the need arises.

To conduct operational training with employees on a regular basis.

Attend meetings on a weekly basis and communicate information to the relevant

personnel.

Must be fluent in English.

Annual Salary €34000

Hours per week: 39

Employer: The Fleet Hotel, 19/20 Fleet Street, Templebar, Dublin 2, D02WP97

email : info@fleetstreethotel.com

- **Sector:** accommodation and food service activities

Career Level

- Experienced [Non-Managerial]