



Tifco t/a Crowne Plaza



#JOB-2399828



Crowne Plz Hotel Blanchardstown,

Blanchardstown Ctr, Blanchardstown, Dublin

15, D15 T1FD



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



30/06/2025



28/07/2025

## How to apply

### Application Method :

Not available



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



## 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

The Person.

We are looking to recruit an enthusiastic, friendly, organised individual to work in our hotel operation. You must be passionate about people, about maintaining and driving standards, and about providing superb guest service. Strong experience of both Front of House & F&B is required.

The Duty Manager would be responsible for but not limited to:

- To ensure that the operation in all areas is running to the agreed standard and follow up any discrepancies with the relevant HOD's.

- To be operationally responsible for the service delivery and standards throughout the entire building when on Duty.

- To compile and implement new menus for all areas in conjunction with the Executive Head Chef, Restaurant and Bar Managers as required

- To patrol the building ensuring that all fire exits are free from obstruction and in proper working order.

- To be present around the building at all times during the day. In particular, the Duty Manager must maintain a lobby presence between the peak check in/out times, during lunchtime in around the lobby and restaurant and around the banqueting area during the peak tea/coffee times.

- To ensure that the highest level of cleanliness is upheld in all areas of responsibility.

- To be operationally responsible for the service delivery and standards throughout the entire building when on Duty.

- To ensure operating standards are adhered to in all departments.

- Ensure that all appropriate action is taken and followed up on any guest feedback.

- Deliver daily team briefings.

- Ensure that a comprehensive handover system is in place to inform the Manager on Duty of all the VIP's, Complaints, Special Requests, Function Business and AOB.

- To carry out stock takes as required and to create relevant Purchase Orders for approval for any purchasing requirements.

To assist departments with their payroll forecasts, bedroom checks as required

To complete all projects within the required time frame as directed by Management

The ideal candidate would have experience in the below:

Holds a third level qualification in Hospitality Studies.

4 years' Front of House experience, including Concierge and Guest Relations.

Experience as a Departmental / Duty Manager in a four star or five-star hotel.

Conference & Banqueting Management experience.

Previous experience in a branded property or group brand.

Knowledge in bar tending and Food Service.

Significant knowledge of both Front of House and F&B operations alike.

At least two years' experience using a PMS preferably Opera.

Working five days per week, out of seven. Flexibility & shift work are also required. This is a fulltime role, with a salary of €34,000 gross per annum based on 39 hours per week.

All job offers are subject to two successful references and ongoing Garda Vetting.

Please apply online with your CV and cover letter.

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

### **Career Level**

- Managerial