



Company Details Confidential



#JOB-2413114



Claregalway Hotel, Claregalway, Co. Galway,
H91 XR8E



No of positions : 1



Paid Position



40 hours per week



35000.00 Euro Annually



22/09/2025



20/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@claregalwayhotel.ie



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



Hospitality Manager (Accommodation)

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

We have a fantastic opportunity for a Hospitality Manager in our Accommodation Department in the excellent 4 Star Claregalway Hotel.

Objectives of the Role:

Reporting to the Managing Director, the Hospitality Manager (Accommodation) will execute housekeeping duties for the hotel including, bedroom hygiene and standards, laundry services, public areas and duty management

Main Duties:

1. To carry out all duties and responsibilities with integrity, honesty and in compliance with regulations and legal obligations.
 2. To carry out all duties and responsibilities relating to managing the accommodations department including but not exclusive to:
 - a. Responsible for ensuring that hygiene and quality standards for all bedrooms, bathrooms, public areas are met and adhered to.
 - b. Maintaining sufficient stock levels required to service rooms.
 - c. Allocation of areas and duties to staff
 - d. Ensuring that all areas are checked and that they meet the required standard, taking corrective action where they fall short.
 - e. Implementing and adhering to a rotational 'spring cleaning' schedule e.g. turning mattresses, dry cleaning curtains etc.
 - f. Ensuring relevant laundering of items is completed in a timely manner.
 - g. Maintaining pantries, accommodation office and other storerooms in a neat, tidy and hygienic manner.
- To ensure adequate stock levels at all times
- h. Liaising closely with Reception.
 - i. Liaising closely with Maintenance to ensure that any repairs/maintenance issues are resolved without delay.

- j. Ensuring that new staff are allocated a mentor and receive sufficient training to enable them to carry out their duties to standard.
- k. Managing the team effectively.
- l. To identify ways to continuously improve the department e.g.new products, systems, equipment etc.
- m. To implement 'Green Hospitality' ethos and take positive steps to reduce our carbon footprint in the hotel.
- 3. To ensure that the accommodation department is compliant with Fire, Health & Safety legislation ensuring that:
 - a. All staff receive appropriate safety training for cleaning and servicing rooms. Including manual handling.
 - b. Monitoring staff behaviour to ensure that they operate in a safe manner, taking corrective action where necessary.
- 4. To carry out standard audits as required.
- 5. To co-ordinate and/or take on any specific projects as required of you.
- 6. To become fully familiar with all departments in the hotel and have a basic understanding of their operations.
- 7. To attend meetings and document key information and decisions as required.
- 8. To carry out hotel management shifts as required.
- 9. To carry out any other reasonable request made by Senior Management.

Recognised relevant third-level qualification in hospitality management and 5 years' experience required for this role.

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

Career Level

- Managerial