

Housekeeping Assistant Manager

COUNTY KILDARE, IRELAND



PRESENTED TO YOU BY i-RECRUIT

Overview

We are looking to source a Housekeeping Assistant Manager for our client. An enthusiastic and motivated individual, with excellent leading and training skills would be suited to this role.

Reporting to the General Manager, you will have housekeeping experience.

We would welcome interest from across the EU & UK, with in-house accommodation and support available for anyone moving to Ireland.



Responsibilities

As Housekeeping Assistant Manager, you will be responsible for:

- Leading, training and supervising the housekeeping team across 64 Bedrooms, 15 cottages, public areas and ground floor restaurant and bar.
- Room and Work Inspections - inspect the rooms cleaned earlier by the other housekeepers
- Cleanliness of the public areas or assigning housekeepers to clean them. Public areas consist of the lobby, bathrooms, stairwells and hallways.
- To oversee and maintain the schedule of housekeepers -Developing staff schedules. To monitor how many of the previous day's rooms were booked and how many guests will check out.
- Event and Party Scheduling - help in organising staff party's and meetings
- Handling complaints from guests, keep track of vacant rooms, assign keys and prepare meeting rooms for events.
- Hiring and training staff
- Purchasing cleaning supplies and equipment
- Working with hotel guests who have specific housekeeping needs
- Coordinating housekeeping needs with other hotel department managers
- Performing cleaning tasks when staff don't show up for work or the team is shorthanded



The Package

You wouldn't expect us to disclose the salary range at this early stage, but we're very confident that we'll meet your expectations. Our client understands the value of rewarding staff well, and has constructed a very good package.

Next...

If we've piqued your interest, we'd be happy to answer any questions that you may have. If you are happy to be considered, we'll need a CV, and after that, there'll be a telephone interview with the relevant personnel.

If both parties are happy, there will be a more formal interview. If that goes well...welcome to your new job.



A bit about us

We have decades of experience of recruitment, business and commerce, and it shows. Trading since 2018, we're an independent and proud Irish company, working mainly across Bulgaria, Ireland and the UK. We have developed some very smart techniques for finding key staff for our portfolio of clients. It can be hard and laborious work, but it's really effective.

But you know that already, or you wouldn't be sitting there, reading this.

We treat our candidates with a great deal of respect, and because of this, we develop strong relationships with our ever-increasing database of talent.

We never forget that we are dealing with people who are making life changing decisions. We'd be *delighted* to help you on to the next stage of your career.



i-RECRUIT

RENJI RAJAN

renji@i-recruit.ie

www.i-recruit.ie

+353 (0)89 4048431