

Stronsay Hotel & Bar

The Stronsay Hotel is a community owned hotel and bar which has been purchased by the Stronsay Development Trust to serve the Island community and its visitors, after an ambitious renovation our doors are open again and we are seeking to recruit a talented and enthusiastic individual as Hotel Manager to continue with the development of our successful community owned hotel & bar. This opportunity will require hard work with unsociable hours but managing the first of its kind in Orkney will be extremely rewarding for the successful candidate.

If you are interested in this post please return your Expression of interest form to Stronsay Hotel, Stronsay, or email it to stronsayhotel@gmail.com REF: HOTEL Recruitment, by 28th February 2024 5pm.

Job Description			
Job Title	Hotel Manager	Salary	Competitive depending on experience
Hours of work:	Flexible – Will include evenings & Weekends	Term:	No fixed term
Location:	Stronsay Hotel, Stronsay	Reporting to:	The Stronsay Hotel Management Committee
Additional Information	Accommodation on site is available. A 1 bed bedsit has been created within the hotel for staff if necessary and can be discussed as part of the recruitment package.		
Job Summary			
To ensure efficient running of the Stronsay Hotel, a community owned and managed asset. The successful candidate will be responsible for a number of areas within the business			
Roles and responsibilities			
Responsibilities: • Working with the Administrator/finance team on monitoring and reporting the operations and performance of the Hotel. • Carry out appropriate duties as requested by the management committee. • Support other community projects working to maximise the community benefits to be gained from the Stronsay Hotel & Bar ▪ Manage Hotel bookings, ▪ Ensuring all guests receive a high quality of service, ▪ Managing the operations of the hotel, which includes, Stock control, Budgets, Managing staff, Reporting, etc ▪ Be accountable for cash and card management. ▪ Utilise the epos system, ▪ Marketing, ▪ Creating an effective, efficient, good working environment.			

Stronsay Hotel & Bar

- Training staff where necessary including health and safety rules as well as Ensuring all fire & security procedures are followed and documented.
- Plan and publish staff rotas, manage and maintain correct staffing levels dependant on season.
- Be flexible to take on any role required in the bar/kitchen/restaurant environment as required.
- Ensure regular maintenance of the premises including cleaning and repairs.
- Maintain relations with members of the local community, businesses, and the local authority.
- Take responsibility for the Hotel and bar safety and security including being a key holder,
- Organise and support promotional campaigns and events or liaise with community members organising events
- Promote the Stronsay hotel as a community owned and run project and actively engage in and develop new ideas to promote the uniqueness of this.
- Work to ensure the relationships with suppliers are established and maintained and offer best value to the business.
- Lay emphasis on local produce,
- Undertake regular stock checks, placing orders with suppliers and restocking when necessary.

Personal Specification

- Be committed to the idea of community ownership of a hotel & bar and the benefits it can bring,
- Be comfortable working with and reporting to a management committee elected by the community the Stronsay hotel & bar serves,
- Excellent listening, grammar, numeracy, comprehension, presentation and communication skills
- Previous experience in similar post
- Computer Skills
- Experience working as part of a team
- Experience of delivering a high standard of customer service
- Organised
- Excellent Time Management skills
- Adaptable to be able to work in any role in the hotel and bar as needed
- Confident and self-motivated
- Willing to undertake any necessary training.