



# Loxton Hotel

*One of SA's great country pubs.*

## DUTY MANAGER

*Work hours to be negotiated.*

The Duty Manager role is responsible for the safe and successful operations of the bar, bistro and gaming departments. Creating a positive experience for all customers will be of the utmost importance to you as well as ensuring staff are working efficiently and effectively. If you are honest, reliable, well presented and possess the following, then we would love to hear from you.

The successful candidate will have:

- Current RSA & RCG Certificates
- A friendly, positive personality
- Excellent customer service and communication skills
- Ability to motivate and confidently lead a small team
- Understanding of current legislation/regulations relevant to the Hotel Industry
- A genuine love of and previous experience in the hospitality industry in a similar role
- Preparedness to work nights, weekends and public holidays

### Main Duties

- Supervise and assist in the serving of customers in all hotel departments
- Supervise and assist staff with hotel opening and closing procedures
- Ensure a consistent high level of service is delivered by all staff
- Monitor venue operations and report any issues to the General Manager
- Ensure all paperwork is completed accurately and legibly
- Balance registers ensuring a high level of accuracy and honesty
- Ensure RSA & RCG policies are implemented and adhered to by all relevant staff
- Document and report on all accidents, incidents and maintenance
- Oversee the successful running of functions where required
- Train staff in accordance with hotel training guidelines
- Ensure the safety of staff and patrons and security of hotel facilities at all times
- Keep abreast of all current hotel products and services and positively promote the hotel
- Other duties as advised

To apply, email, post or drop in your application to the Loxton Hotel by Monday, 28<sup>th</sup> August 2017. Your application must include a current resume and covering letter that addresses the position criteria.

The Manager

Loxton Hotel

45 East Terrace, Loxton SA 5333

[loxtonhotel@loxtonhotel.com.au](mailto:loxtonhotel@loxtonhotel.com.au)