

Recruitment

Strattons is currently recruiting for the following positions:

To apply for any position, please send your CV and a cover letter to Hannah Hughes at hannah.marketing@yahoo.co.uk

Job title: Duty Manager

Department/team/location: Hotel & Restaurant

Reports to: Directors & FOH manager

Staff responsible for: Themselves and the junior team

Main purpose of the job:

As Duty Manager you will be expected to take responsibility for the smooth running of the departments and the implementation, evolution and ongoing improvement of standards, service and profitability in conjunction with the other managers and Directors.

In the absence of the Directors you will be solely responsible for the management of your shift, the waiting or housekeeping staff and ensuring our high standards of service are surpassed.

In this role a high level of customer service must be maintained to all guests using professionalism, initiative, and communication skills.

This is a hands-on hotel and restaurant role where you will assist with service, whether waiting tables or reception; checking guests in and out, taking telephone calls, dealing with e-mails and on line availability and being prepared to help with housekeeping if required. Full and continuous training given, including external training sessions.

Essential competencies:

Good experience of working within a customer facing environment is a requirement for this position along with administration and sales skills. Management experience not essential, an ideal opportunity for someone looking to take the next step.

Practical requirements:

The managers operate to a monthly rota. Usually 5 days per week, however on some occasions 6 days during other manager's annual leave. Shifts are between 5 - 12 hours, generally alternative weekends off (unless managers have holiday booked which may

affect this). 28 days annual paid holiday. Please note that we do not have any staff accommodation, however we are located in the town of Swaffham.

Job title: Trainee Commis Chef (Part time)

Department/team/location: Hotel

Reports to: Manager or a Director

Main purpose of the job:

To make and serve food in the café or hotel restaurant.

This position is available to apprenticeship schemes and for anyone wanting to start their career as a chef. Full and continuous training. Applicants must be willing to work weekends and public holidays including New Year, please note however you will not be required to work Christmas eve, day or boxing day.

Alternatively if you would like to be kept informed of any future positions please send in your CV and a cover letter via e-mail or drop in, addressed to Hannah Hughes.

E-mail hannah.marketing@yahoo.co.uk

Post:

Hannah Hughes, Strattons Hotel

4 Ash Close

Swaffham

Norfolk

PE37 7NH

Telephone: 01760 723845

Please note that we do not have any live in staff accommodation.

Vacancies may become available for the following positions; reception, waiter, waitressing, housekeeping, breakfast waiting staff, chef, duty manager, hotel manager, commis chef, sous chef, cook, cafe deli working, pot wash, head chef, housekeeping manager, manager, front of house manager. Recruitment, Norfolk, jobs, job search, vacancies, near Kings Lynn, Norwich, North Norfolk coast.