



PORT LINCOLN HOTEL

Duty Manager – Full Time Position

The Port Lincoln Hotel, renowned as a hospitality and tourism leader on the Eyre Peninsula, boasts an array of exceptional facilities, including 111 accommodation rooms and suites, a 24-hour reception, Sarin's Restaurant, three bars with a newly renovated outdoor beer garden, gymnasium, outdoor solar-heated pool, conference facilities, bottle shop, and gaming lounge. Catering to a diverse clientele, from wedding and conference groups to corporate clients and holidaymakers seeking a weekend retreat, the Port Lincoln Hotel offers a complete hospitality experience.

We are currently seeking a highly motivated and experienced full-time Duty Manager to join our team and oversee the day-to-day operations of the hotel. This 'hands-on' role requires a passion for the industry, a desire to thrive in a bustling environment, and a commitment to being an integral part of our exceptional team.

You will be responsible for:

- Oversee the day to day operations of the hotel
- Priorities and deliver outstanding customer service, ensuring patrons' needs are exceeded
- Exhibit a professional approach to all aspects of the role
- Adhering to timelines, working efficiently to achieve tasks and service standards
- Leading by example by working cohesively in a diverse team environment
- Managing staffing levels in line with business requirements
- Providing training and development to all employees
- Work closely with and assist department manager on a daily basis
- Ensuring compliance with occupational health and safety regulations
- Upholding Responsible Service of Alcohol standards and practices
- Problem solving maintenance and customer concerns/ complaints
- Open and closing procedures of the hotel

The successful applicant will have:

- Minimum 2 years' experience in similar role
- Must have a current nationally accredited RSA certificate and RP Badge
- A hands on proactive approach with a strong team ethic and a keen eye for detail
- Extensive experience in food and beverage and gaming operations
- Flexibility to work various shifts, including mornings, afternoons, and nights over 7 days
- Excellent customer service skills with a 'customer first' approach
- Exceptional communication, interpersonal and time management abilities
- A friendly and approachable personality with a passion for hospitality and a desire to succeed
- Be reliable and punctual with aspirations for a rewarding career in hospitality management

Supported by a strong management team you will be provided a duty meal while on shift, ongoing training and development with opportunity for career advancement. This position involves a spread of shifts across a 7-day roster including a mix of morning and afternoon shifts. If you are seeking an exciting and fulfilling opportunity and believe you possess the necessary skills and qualities, please submit your resume and a compelling cover letter to:

Brooke Collier – General Manager
brooke@portlincolnhotel.com.au