



# THE BATH HOTEL

## FULL/PART TIME RECEPTIONIST

### THE PLACE

A beautiful Victorian hotel set on the Harbourside in Lynmouth with spectacular views out over Lynmouth Bay and beyond. The hotel has been in the same family for 3 generations and has been undergoing extensive renovation and refurbishment. We have 20 bedrooms, 60-seater restaurant and bar / outside deck area seating up to 100 covers.

### THE PERKS

As Receptionist you can look forward to the following:

- Company pension
- Discounted or free food
- Employee discount
- On-site parking

### THE PERSON

- Previous experience is desirable, but not essential for the right applicant as full training is given.
- If you are not local to Lynton and Lynmouth you will require your own transport, as the bus links to the villages are unsuitable for shift work.

### RESPONSIBILITIES

Shift patterns vary, but office hours are 9am to 9pm every day so expect a mixture of shifts, including weekends, bank holidays etc.

Reception duties include but are not limited to, checking guests out of the hotel, and dealing with their transactions. Using the online booking system to ensure that all the reservations are checked and correct. Checking guests in and welcoming them to our hotel. Arranging breakfast and cleaning lists to liaise with Front of House staff and housekeeping staff. Answering the phone and taking bookings. Responding to e-mails.

Occasionally there will be a requirement to assist with other departments (e.g. helping with breakfast service when busy, or helping with light housekeeping when busy, and working with our Restaurant/Aubrey bar team, though never alone and always with full training!) Applicant must be confident dealing with the general public, be outgoing and personable, and have good level of computer literacy, written and spoken English. An attention to detail is essential, as well as the drive to achieve excellent standards across all aspects of your job.



Role occasionally involves being able to lift and carry luggage across the three floors of our hotel (there is no lift in the building). You will be working alongside the two full-time members of The Bath Hotel reception team.

## **OTHER DETAILS**

All applicants must be able to prove they have the right to work in the UK.

Hourly rate dependent on age and experience. Discount in The Ancient Mariner for food and drink, tip share based on hours worked, and a friendly team! Position available ASAP.

Expected start date: 01/04/2024

Job Types: Part-time, Full-time

Work Location: In person

Salary: From £10.55 per hour

Expected hours: 25 - 45 per week