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WELCOME TO PEDERSEN HOTELS VACANCY PAGE

In addition to our competitive salaries, there are many other great benefits for working for Pedersen Hotels including:-

- ❖ -Uniform
- ❖ -Discounted Health Club Membership
- ❖ -Discounted Accommodation rates within our group of Hotels.
- ❖ -28 Days Holiday (inc bank holidays) pro rata
- ❖ -Free meals on Duty
- ❖ -Stakeholder Pension

Plus other great lifestyle benefits through our voluntary benefits scheme.

We are pleased to receive applications by email or post

An application form can also be downloaded from the website and individual contact details appear at the end of each listing.

CROWNE PLAZA LONDON EALING

Sales Manager

Hours: 40 hours per week

Job Role: You will be responsible for identifying and successfully winning new accommodation and conference business for all hotels, ensuring that all revenue targets are met. The purpose of this role is to develop and manage existing accounts to maximise revenue opportunities for the hotel within the portfolio.

Hotel Receptionist

Hours: 40 hours per week, any 5 days out of 7

Job Role: You will be responsible for assisting in smooth running of the Front Office. Duties will include check in, check out, telephone enquiries and reservations. Ideally you will have some previous experience in a hotel with knowledge of Opera computer system being an advantage. Excellent customer care skills are essential.

If you are interested in joining the team please contact **Kamila Krajewska** in Personnel, for more information on: Kamilakrajewska@cp-londonealing.co.uk or call 020 8233 3220.

Post completed application forms to:

Kamila Krajewska
Crowne Plaza London Ealing
Western Avenue
Hanger Lane Gyrotory System
Ealing
London
W5 1HG

SHEFFIELD PARK HOTEL

Hotel Receptionist (2 positions)

Hours: 40 hours and 24 hours including evenings and weekends

Job Role: You will be responsible for assisting the smooth running of the Front Office. Duties will include check in, check out, telephone enquiries and reservations. Ideally you will have previous experience in a hotel with knowledge of a front office computer system. Excellent customer care skills are essential.

Reservations Assistant

Hours: 26 hours per week, Monday – Saturday, 5 days out of 6

Job Role: Taking reservations, rate quoting, updating with amendments, daily revenue checks and administration. You should be able to demonstrate that you are organised with your workload and able to work to deadlines. Reporting to the Reservations Manager, you will ensure maximum revenue opportunities are achieved through execution of all sales strategies. Excellent communication skills, professional telephone manner and the ability to handle enquiries quickly and efficiently are required. Previous experience in Front Office or Reservations and knowledge of hotel front office systems is desired.

Meeting and Events Coordinator

Hours: 16 hours per week, with occasional weekend work.

Job Role: Reporting to our Conference sales office manager you will be responsible for booking and administering the weddings, conferences, meetings and banquets that are held in the hotel. Must be organised, customer focused and flexible to customer demands. This is a sales driven position so excellent communication skills, professional telephone manner and the ability to handle enquiries quickly and efficiently are required. Previous hotel or event management experience is desirable.

Bar Person

Hours: casual to include evenings & weekends

Job Role: To work in the Lounge Bar and in the function bars as required. You will ensure the highest levels of Customer Service at all times together with identifying upselling opportunities to ensure maximum sales for your department. You will need to be available to work throughout the Christmas period.

If you are interested in joining our team please contact **Heather Stewart** in Personnel for more details on 0114 282 82 62 or email heatherstewart@pedersenhotels.com

Post completed application forms to:

Heather Stewart
Sheffield Park Hotel
Chesterfield Road South
Sheffield
S8 8BW

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CROWNE PLAZA READING HOTEL (READING)

Full Time Food & Beverage Assistant

Hours: 40 hours per week, any 5 days out of 7. Shift work, including evenings and weekends.

Job Role: Full time position available in our Acqua Restaurant & Lobby Bar. You will be required to provide a premium level of customer service at all times, ensuring that the overall restaurant experience results in repeat custom from all our guests. We are looking for someone who is enthusiastic, proactive and passionate about exceptional service standards. Experience in a similar quality of restaurant is preferred. Free meal on duty and uniform provided. Live in accommodation available if required.

Full Time revive Health Club & Spa Receptionist

Hours: 40 hours per week, 5 days out of 7. Shift work involved.

Job Role: You will be required to answer all telephone calls, assist with membership enquiries and carry out tours of the Health Club & Spa. You will be responsible for the front of house till/float and all payment transactions for club services and retail items. Duties will also include responsibility for the appearance of the reception area during your shift and assisting with maintaining the presentation of other club areas and facilities. Free meal on duty and uniform provided.

If you are interested in joining the team at the Crowne Plaza Reading please email your CV to **Lindsay Whitehead**, Resident Manager at lindsaywhitehead@cp-reading.co.uk

Post completed application forms to:-

Lindsay Whitehead
Crowne Plaza Reading
Caversham Bridge
Richfield Avenue
Reading
RG1 8BD

THE WINCHESTER HOTEL

Reception Manager

Hours: Full Time. 40 hours per week, any 5 days out of 7. Include both early (6.45am - 3.15pm) and late shifts (2.45pm - 11.15pm), and weekend working.

Job Role: The Reception Manager will be responsible for overseeing the smooth running of the Front Office. Duties will include checking in, checking out, telephone enquiries and reservations as well as liaising with the central reservations office, ensuring all supporting documentation is available. Also liaising with accounts regarding billing procedures etc

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The Reception Manager will preferably have previous experience on a Hotel Reception and ideally will have previous knowledge of 'Entirety' computer system. Excellent customer care skills are essential, as is an ability to stay calm under pressure.

The Reception Manager will be responsible for assisting the Operations Manager in training the reception team and ensuring all standards and procedures are followed.

Reservations Assistant

Hours: 40 hours per week

Job Role: Taking reservations, rate quoting, updating with amendments, daily revenue checks and administration. You should be able to demonstrate that you are organised with your workload and able to work to deadlines. Reporting to the Reservations Manager, you will ensure maximum revenue opportunities are achieved through execution of all sales strategies. Excellent communication skills, professional telephone manner and the ability to handle enquiries quickly and efficiently are required. Previous experience in Front Office or Reservations and knowledge of hotel front office systems is desired.

Kitchen Porter

Hours: 40, 5 days out of 7, which will regularly include early starts, late finishes and weekend shifts.

Job Role: Full Time Kitchen Porter required to support our Chefs in ensuring kitchen cleanliness is maintained. Candidates must take pride in their work and have good attention to detail.

The role includes general pot wash duties along with completing the kitchen cleaning rota each day and deep cleaning where necessary.

This role will include heavy lifting and manual tasks.

If you are interested working at The Winchester Hotel please contact **Beverly Elliott** in Personnel on 01962 709988 or email beverlyelliott@pedersenhotels.com

Post completed application forms to:-

Beverly Elliott
Personnel & Training Officer
The Winchester Hotel
Worthy Lane
Winchester
SO23 7AB

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HOLIDAY INN BIRMINGHAM BROMSGROVE

Chef de Partie

Hours: 40hrs per week, 5 days out of 7

Job Role: Branded 4 star hotel with medium size conference and banqueting facilities, looking for a Chef de Partie with quality experience, a calm influence, and the ability to work alongside and assist the New Head Chef and Sous Chef with developing the offering to AA Rosette Standard. Effectively maintain the running of all specified sections within the kitchen and strive at all times for 100% customer satisfaction.

If you are interested in joining the team at the Holiday Inn Birmingham/Bromsgrove please contact **Marion Kulas** in Personnel for more information on 0118 9259906. Alternatively, email your C.V. to marionkulas@hi-birminghambromsgrove.co.uk

Post completed application forms to:-
Marion Kulas
Holiday Inn Birmingham Bromsgrove
Kidderminster Road
Bromsgrove
B61 9AB

REGENCY PARK HOTEL

Chef de Partie

Hours: 45 Hours 5 days out of 7

Job Role: Supporting the Head Chef & Sous Chef in the daily running & organisation of a specific section of the kitchen. Producing fresh food to the highest level, you will already have a relevant food hygiene qualification. Rosette experience is essential.

Food and Beverage Supervisor

Hours: 40 hours, 5 days out of 7

Job Role: Must have commitment to succeed and work as part of a team. You will possess sound organizational and technical skills and will support both the team and managers within the food and beverage department to deliver exceptional standards of customer care. Ideally you will be in a similar position in a smaller property, looking for career development. You will also be responsible for Duty Management shifts.

If you are interested in joining the team at the Regency Park Hotel, please contact **Laura Strawbridge** in Personnel on 01635 871555 or email laurastrawbridge@pedersenhotels.com

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Post completed application forms to:
Laura Strawbridge
Regency Park Hotel
Bowling Green Lane
Thatcham
Berkshire
RG18 3RP