

Healthclub & Spa Manager

Main Purpose of Job: To ensure effective and efficient operation of the Escape Health Club & Spa facilities by ensuring high standards of guest care and equipment are maintained. Responsible for marketing and promoting leisure and spa facilities to future clients.

MAIN DUTIES:

- To ensure that all facilities are operated in compliance with the Health, Safety & Welfare at Work Acts plus other legislation guidelines and codes of practice.
- To co-ordinate the daily operations of the Health Club area ensuring that required level of staffing, safety and hygiene are maintained.
- To ensure that the facility is maintained to the highest standards of hygiene, cleaning schedules are implemented and records kept.
- To co-ordinate maintenance requirements and ensure that all maintenance is repaired quickly.
- To liaise with other departments to ensure good communications and smooth inter-linking with other areas within the Hotel.
- To implement effective monitoring of club membership, maintaining accurate records of usage and renewals.
- To actively source clients and encourage new membership for the Health Club.
- To design a calendar of additional programmes and promote participation and avail of all opportunities for promoting facilities both internally and externally.
- To create a friendly, welcoming and relaxed environment for Health Club users.
- To encourage guest feedback and implement a system for addressing comments to ensure guest satisfaction and continuous improvement.
- To working in conjunction with the Proprietors & General Manager to ensure that budgets are adhered to and sales targets met. To follow correct procedure for all expenditure requests.
- To be responsible for the development, control and general supervision of staff in the Health Club.
- To carry out departmental inductions for all new staff. To be actively involved in staff motivation, performance reviews and appraisals in conjunction with the H.R. Manager.
- To ensure that all departmental training and operational standards of performance are trained in, created or re-evaluated as necessary and monitored.
- To assist in carrying out additional training needs as required and maintain effective records.
- To ensure that all work procedures are carried out safely so as to ensure that no person working or using facility is injured.
- To maintain all equipment and plant in a safe condition and in accordance with legislation.
- To carry out regular hazards audit and effect immediate action where necessary.
- To ensure compliance of all company policies.
- To read, understand and ensure compliance with your responsibilities as defined in the Health & Safety Statement.
- To be the first point of contact regarding Incident Report Forms.

REQUIREMENTS:

- Must have 3+ years' experience managing a Health Club.

- Must hold relevant fitness qualification as well as swim teaching qualification and in date lifeguard qualification.
- Must be REP's registered.
- Occupational First Aid an advantage
- Must be qualified Pool Plant room operator.
- Excellent communication skills (oral & written) and computer skills.
- Highly motivated and a team leader.
- Ability to work under pressure and multi task.
- Experience of White flag operations would be an advantage.
- Flexibility to work weekends, weekdays and a mixture of early/late shifts.
- Knowledge of all statutory and legal requirements associated with Health Club & Spa facilities.

BENEFITS:

- Ongoing staff training including partaking in the Flynn PRIDE programme
- Opportunity to partake in the Flynn Hotels Management Development Programme.
- Potential to partake in external courses and third level education where applicable.
- Meals on duty.
- Uniform/Suit
- Active staff social club
- Discounts in other Flynn Hotel's.
- Escape Health Club & Spa discounts.

The above is not intended to be an exhaustive list and you will be expected to comply with any reasonable requests or duties as directed by management.

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Newpark Hotel is an equal opportunities employer

Health Club * Spa Cleaner (part-time, nights)

Main Purpose of Job: A Health Club/Spa Cleaner is responsible for maintaining standards of cleanliness, hygiene and tidiness in the Health Club, Spa, Changing rooms, public areas/toilets and for reporting any maintenance items to the Health Club Manager.

Responsibilities:

- To clean Health Club, Spa, Toilets, Changing rooms, Reception area, corridor areas and public areas to the highest standards, using only approved chemicals/cleaning materials and equipment.
- To keep ceilings, walls, skirtings, door ledges, windows, picture frames, furniture, mirrors, handrails free from dirt, dust, cobwebs and graffiti.
- To keep carpets, rugs and doormats stainfree and thoroughly hovered.
- To ensure wooden and tiled floor areas are thoroughly cleaned.
- To ensure all shades, bulbs, and fittings are properly functioning and free from dust.
- To ensure all bins are emptied.

- To ensure all furniture, tables, chairs, stools etc. are dust free and stain free at all times, and to report any defects thereto to the Health Club & Spa Manager.
- Ensure showers, hand basins, vanity unit, taps and hand dryers are cleaned.
- Ensure toilets are cleaned (this includes toilet bowls, seat covers and urinals).
- To ensure all floor tiles and wall tiles are thoroughly cleaned.
- To ensure mirrors in all areas are polished..
- To ensure stocks of toilet tissue and soap dispensers are replenished to correct standards..
- A weekly inspection of the standards of cleanliness in this area with particular emphasis on the removal of stains, dust, cobwebs from fixtures and fittings ie. Wooden panels, doors, door frames, ledges, vents, floor and wall tiles, urinal pipes, channel and grids.
- To ensure any guest property left behind is passed to Health Club Reception for lost property.
- To actively participate in any training and personnel exercises designed to improve standards and performance levels.
- To ensure a high standard of personal hygiene and grooming. To wear clean suitable uniform and name badge at all times.
- The above is not intended to be an exhaustive list and you will be expected to comply with any reasonable requests or duties as directed by management.

The ideal candidate will have:

- Experience in a similar role.
- Ideally have worked in a 4 or 5* hotel
- Proven track record of excellent attention to detail
- Strong communication skills both written and verbal
- Available to work midweek & weekends

Benefits:

- Ongoing staff training including partaking in the Flynn PRIDE programme
- Potential to partake in external courses and third level education where applicable.
- Meals on duty.
- Uniform
- Active staff social club
- Discounts in other Flynn Hotel's.
- Escape Health Club & Spa discounts.
- Employee recognition rewards.

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