

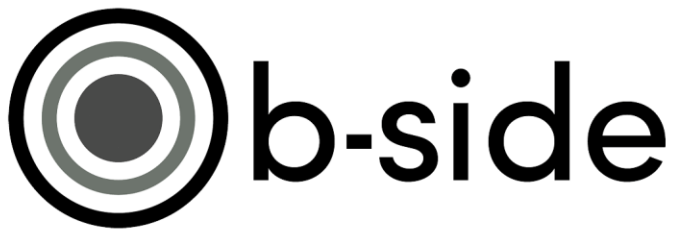
Job Summary

As manager of 'bnb-side', you'll be responsible for the efficient running of the bnb establishment. This includes ensuring standards of hospitality, cleanliness, and maintenance are upheld, budgets are controlled, and any problems quickly rectified. You will work with b-side team to ensure fiscal success during the summer and shoulder seasons and welcome artists in residents from near and far during the winter season. There is the opportunity to bring some creative flair to the role.

Responsibilities

As manager, you will:

- Ensure the smooth running of accommodation facilities, including the safety and wellbeing of guests.
- Communicate with b-side's Director and team to coordinate and plan the allocation of accommodation.
- Collaborate with b-side team on a considerate, mixed use of the building for both guests as well as some creative, social, or environmental events and activities.
- Develop and build positive relationships with accommodation guests.
- Control a budget and finances, manage stock levels and order supplies.
- Ensure 'bnb-side' achieves environmental responsibility in all areas of its operation, including but not limited to a commitment to recycling and the application of environmentally friendly cleaning products, and the provision of any catering.
- With support from b-side's Communications and Audience Development lead, market 'bnb-side' to relevant potential guests, both individuals and groups.
- Liaise with relevant external agencies such as catering companies as required. Please note 'bnb-side' is not likely to provide full catering so catering skills are not required for this role although a Level 2 Food Hygiene Certificate is required.
- Communicate the need for repairs and maintenance of the facilities.
- Ensure that hygiene and health and safety regulations are met, carrying out risk assessments as necessary.
- Supervise cleaning team and undertake cleaning work, ensuring highest standards are maintained.
- Work with Director to make sure adequate security for the building is provided.
- Maintain to the highest standard all b-side staff code of conduct, policies, and related procedures.



You will need to show:

- Relevant hospitality experience,
- knowledge of hygiene and food preparation, to Level 2,
- knowledge of relevant policies and procedures including health and safety, cleanliness practices, and waste management,
- excellent customer service skills,
- financial planning and budget management skills including use of spreadsheets for bookings,
- the ability to work independently,
- and strong organisational skills.

Desirable

- First aid trained,
- DBS checked.

Please note if not already undertaken, first aid training and DBS check will take place if you are selected for the role.

