

Hotel Services Manager - Part Time

About us

The Yarram and District Health Service (YDHS) is located in Yarram, 220 kilometres southeast of Melbourne along the South Gippsland Highway in rural Victoria. Yarram is situated 73 kilometres southwest of Sale and 62 kilometres southeast of Traralgon.

We provide our community with a wide range of services, including Acute Inpatient services, Dialysis, Urgent Care, Aged Care, Respite Care, Primary Health, Community Services, and an Integrated Health Care Centre. At YDHS, our consumers and community are at the heart of every decision we make.

We aim to attract and retain the best staff to deliver exceptional service to our community. YDHS fosters an environment that promotes and develops opportunities for innovation, leadership, and collaboration. Our commitment is to make YDHS a Centre of Excellence in everything we do.

About the role

The Hotel Services Manager (HSM) is responsible for the day-to-day management of the Environmental Services and Food Services teams at YDHS, ensuring high performance standards are maintained. The HSM is expected to provide a first-level response to general issues that may arise and to appropriately escalate complex matters as required. Excellent judgment is essential for this role.

About you

- **Commitment to YDHS Values:** Demonstrates a strong commitment to the values upheld by YDHS.
- **Industry Experience:** Relevant experience in Environmental Services and Food Services or a similar field, including staff management, budgetary oversight, and strategic planning.
- **Efficient Operations:** Proactive in operating efficiently without micro-managing.
- **Computer Literacy:** Proficient in computer use, including the Microsoft Office Suite.
- **Customer Service Skills:** Outstanding people and outcome-focused customer service skills.
- **Interpersonal Skills:** Excellent interpersonal skills to lead teams to successful outcomes and foster a positive team environment.
- **Problem-Solving Ability:** Aptitude for independent problem-solving and managing multiple priorities to meet and exceed deadlines.
- **Self-Motivation and Innovation:** Self-motivated, showing initiative and innovative thinking.
- **Confidentiality:** Understands and protects confidentiality at all times.
- **Attention to Detail:** Ensures attention to detail and demonstrates understanding of relevant standards, policies, and protocols.
- **Driver's Licence:** Holds a current Victorian Driver's Licence.

What's on offer

- **Diverse service.**
- **Experienced and friendly team** to offer support at all times.
- **Access to continuing professional development** to improve skills and knowledge.
- **Beautiful location** - Yarram is a major hub for surrounding areas.

Before commencement, the successful applicant will: provide an original National Police Record Check – no older than twelve (12) months, an employee Working with Children Check and complete a Pre-existing injury declaration form. All successful applicants will need to have had and be able to provide evidence of three (3) doses of the Covid-19 vaccine and be willing to apply for an NDIS Worker Screening Check.

How to apply

If you would enjoy the variety of this role and the close-knit community this township has to offer, we want to hear from you! Please submit your cover letter and resume today **via the Yarram & District Health Service website**. For more information, please contact Jane Millard, Director Corporate Services on 03 5182 0279 or Jane.Millard@ydhs.com.au

Applications should be submitted by 11:59 pm on Sunday 25th August 2024, and should include a cover letter addressing the Key Selection Criteria and current resume.