

Hotelplan UK is a well-established and profitable family of travel and tour operating businesses with a strong tradition of excellence, quality and service. Each of our companies is incredibly passionate about its holidays, and our staff both in the UK and overseas are focussed to ensuring that we meet, indeed exceed, the expectations of our customers.

Our vision is 'creating amazing holiday experiences to be proud of'

Your job will be: Stores Co-Ordinator

Your Manager will be: Resort Manager

What you will be doing

- Assisting the Chalet Manager pre-season with the setting up of the resort stores and thereafter overseeing the day-to-day running
- Completing and supervising weekly stock-takes of resort stores along with chalets checks
- Cross checking the weekly orders from each chalet against the weekly arrivals list, the chalet stock take and the company menu plans as set in the catering manual to ensure that the correct amount of each item is ordered
- Responsible for receiving all deliveries in resort along with co-ordinating the distribution of the supplies to all the chalets, ensuring correct quantities are dispatched which will include laundry items, food items, cleaning products and chalet wine
- Cross checking all deliveries with the orders and liaise with the supplier about missing or over-delivered items. Ensuring high standards & quality of each order and reject any sub-standard item ensuring replacements are re-ordered/received whilst ensuring wastage is kept to a minimum
- Co-ordination of the distribution of the supplies to all the chalets in resort, ensuring that each chalet receives the correct quantities whilst ensuring all supplies are accounted for
- Adhering to all Health & Safety practices including COSHH legislation and Food Hygiene best practises and report any non-compliant findings
- Monitoring and controlling the collection and distribution of linen in and out of chalets and co-ordinate mid-week towel change orders
- Ensuring that all staff are provided with their daily food allowance
- Assisting the Chalet Manager with the weekly catering report which includes reconciling delivery note for catering supplies, cleaning products and wine following delivery along with any additional paperwork and administration that may be required
- Keeping vehicle mileage and maintenance log book with regular inspections to ensure cleanliness, safety, service records etc. and reporting any damages or service concerns
- Ensuring all chalet entrances, fire exits, balconies and pathways are clear of rubbish internally and are regularly cleared of snow/ice ensuring they are safe to use
- Promoting any company run event to your guests with knowledge and passion
- Assisting with the closedown of resort office, chalets, resort stores and staff accommodation ensuring all company property is packaged and labelled correctly ensuring full stock take is completed which also includes staff uniform

What type of person are we looking for

- Highly organised with previous experience in logistical & stocktake responsibilities (essential)
- Experience in driving on snow/ice (desirable)
- Previous face to face customer service experience
- Enthusiastic, lively, sociable, friendly and a team player who possesses excellent communication and problem solving capabilities with an eye for detail
- Previous seasonal experience (desirable)
- Full clean driving licence (essential)
- Flexible and adaptable approach to roles, responsibilities and working hours

What's important to us: Our Company Values

- Be Passionate in everything we do
- Work together as a United team
- Be innovative embracing and driving change
- Trusted, open and honest
- Stand out and be distinctive

Your job description is written to describe the general content of expected duties of the role. It is not exclusive or exhaustive and you may be required to undertake other duties that are reasonable and relevant to the scope of the role as the business requires. We aim to review job descriptions regularly to ensure they are an accurate representation of your role.