**Current Job Vacancies**

**London December 2021**

**Position: Reservation Agent**

**Location**: Central Office – Rubens at the Palace Hotel, 39 Buckingham Palace Rd, London SW1W 0PS

**Salary**: £19,000 / annum + incentives

**Job Description:**

As a Reservations Agent you will interact with our guests on a daily basis within a fast-paced environment delivering high levels of service to provide a long-lasting impression. You will respond to guest calls and emails regarding accommodation requests for our 6 London Hotels and 2 Hotels in Dorset. You will have a great understanding of our hotels, promotions, pricing, and sales strategies to ensure we exceed our guests’ expectations and achieve targets.

**Hours**: 40 hours/ week

The Reservations Office is open 7 days a week from 8am – 9pm and is based at the Rubens at the Palace Hotel. As the office is open 7 days a week this means there will be regular weekends involved.

**Position: Reservation Manager**

**Location:** Central Office – Rubens at the Palace Hotel, 39 Buckingham Palace Rd, London SW1W 0PS

**Salary:** Discussed at the venue

**Job Description:**

As a Reservations Manager you will support the Head of Central Reservations with the running of the department. You will be responsible for ensuring all of our rates, restrictions and packages are up to date that the team is fully aware of any changes. You will lead and motivate the team ensuring they are operating at a high level and providing our guests with great service and on track to meet targets.

**Hours:** 40 hours / week

The office is open 7 days a week from 8am – 9pm and is located in the Rubens at the Palace Hotel. As the office is open 7 days a week this means there will be regular weekends involved.

**Position: Waiter / Waitress**

**Location:** Chesterfield Hotel, 35 Charles St, London W1J 5EB

**Salary:** £18,604/ annum + service charge

**Job Description:**

The key responsibilities of the Waiter / Waitress role including ensuring prompt and professional guest service, setting up tables to the correct standards, ensuring that all food service areas are maintained to an acceptable level of cleanliness and hygiene and adhering to the cleaning schedules daily.

**Hours:** 40 hours / week

various shifts (6.00am-2.30pm/2.30pm-10.30pm) weekends are regularly involved.

**Position: Bartender**

**Location: Various Locations in London**

Chesterfield Hotel, 35 Charles St, London W1J 5EB

Rubens at the Palace Hotel, 39 Buckingham Palace Rd, London SW1W 0PS

**Salary:** £18,604/ annum + service charge

**Job Description:**

The key responsibilities of the Bartender role including ensuring prompt and professional guest service, presenting beverages and cocktails up to standards, ensuring that the bar area is set up accordingly and maintaining highest level of cleanliness.

**Hours:** 40 hours / week

Various shifts patterns (2.30pm-10.30pm, 5pm- 2.00am) weekends are regularly involved.

**Position: Breakfast Chef**

**Location: Various Locations in London**

Chesterfield Hotel, 35 Charles St, London W1J 5EB

Montague on the Gardens, 15 Montague St, London WC1B 5BJ

**Salary**: £20,500 -£23,000 / annum + service charge

**Job Description:**

As a Breakfast Chef you will be responsible for the breakfast service, to deliver food which is of the highest quality and in line with our company standards.

**Hours:** 40 hours / week

The shift for the Breakfast Chef role is 6am - 2.30pm.

**Position: Executive Chef**

**Location:** Chesterfield Hotel, 35 Charles St, London W1J 5EB

**Salary:** Discussed at the venue

**Job Description:**

Motivating and inspiring a team of chefs to deliver exceptional dishes to our guests, being hands on, train and develop the kitchen brigade. Being conscious of food cost per sales level and ensure the labour costs are met with targets.

**Hours:** 40 hours/ week, flexible to business needs

**Position: Kitchen Porter**

**Location: Various Locations in London**

Montague on the Gardens Hotel, 15 Montague St, London WC1B 5BJ

Rubens at the Palace Hotel, 39 Buckingham Palace Rd, London SW1W 0PS

**Salary:** £18,604.08 / annum + service charge

**Job Description:**

The key responsibilities of the Kitchen Porter will be to assist the kitchen team in preparing and cleaning the kitchen areas before, during and after service.

**Hours:** 40 hours / week

(6.00am-2.30pm, 2.30pm-10.30pm) weekends often included

**Position: Room Attendant (full time and weekend)**

**Location: Various Locations in London**

Montague on the Gardens Hotel, 15 Montague St, London WC1B 5BJ

Rubens at the Palace Hotel, 39 Buckingham Palace Rd, London SW1W 0PS

**Salary:** £10.54 / hourly

**Job Description:** As a Room Attendant you will be responsible for ensuring the highest level of cleanliness and maintenance of guest bedrooms, achieving assigned housekeeping tasks and schedules.

**Hours:** Discussed at the venue – weekends often included

**Position: Receptionist**

**Location:** Rubens at the Palace Hotel, 39 Buckingham Palace Rd, London SW1W 0PS

**Salary:** Up to £22,000 / annum with service chargeincluded

**Job Description:** As a receptionist you are responsible to provide guests with outstanding levels as of service and complete day to day tasks such as checking in and checking out guests.

**Hours:**40 hours / week

**Position: Day / Night Porter**

**Location: Various locations**

Rubens at the Palace Hotel, 39 Buckingham Palace Rd, London SW1W 0PS

The Milestone Hotel and Residences 1, 3 Kensington Ct, London W8 5DL

**Salary:** £19,673.28 - £22,000 / annum

**Job Description:** The key responsibilities of a Day / Night Porter are to welcome guests to the hotel and ensure that luggage is delivered correctly as per Forbes Standards as well as to answer general guest queries and being aware of directions to major areas in London.

**Hours: 12 hours - 4 days on – 4 days off**

Day Porter: 8am – 8pm

Night Porter: 8pm – 8am