



## Gretna Green Ltd Recruitment Days

**We are holding two recruitment days for both sectors of our Hospitality and Retail business, where you can drop in for an informal chat and meet the teams at Smith’s Hotel on the following two days:-**

**Tuesday 1<sup>st</sup> May 12.30p.m. – 6.30p.m. for positions in our Hotel industry**

**Sunday 13<sup>th</sup> May 11.00 – 4.00 pm for positions in Retail and Catering**

### Who are we?

Gretna Green Limited is a local Company based in the heart of Gretna Green’s main tourist attraction, renown for its history of love and romance and runaway brides. The Company has 3 hotels, each with their own personality attracting customers both nationally and internationally for weddings, business and fine dining. Also within the group is the famous Blacksmith’s Shop and museum, where marriages are still conducted over the blacksmith’s anvil, The Old Toll Bar, the Blacksmith’s licensed foodcourt and a range of shops from food and hampers, clothing, jewellery, fine malt whiskies as well as an array of items associated with love and marriage.

### What are we looking for?

We are now looking for permanent and temporary (seasonal) full-time and part-time staff to join our dynamic teams to help deliver a quality service in a range of areas, which will allow you to utilize your skills and experiences in our unique tourist business ! We have vacancies for:-

### VACANCIES

Job Title	Essential Skills & Experience	Desirable skills & Experience	Recruitment Day
<b>Sales Assistants</b> We have both permanent and temporary positions available and variable hours in all areas of our retail outlets	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Confident and outgoing</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience desirable but not essential</li> </ul>	Sunday 13 <sup>th</sup> May 11.00a.m. – 4.00 p.m.
<b>Catering Assistant</b> Blacksmith’s Foodcourt – seasonal part-time hours available to meet peak demand over Spring/Summer months	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Confident and outgoing</li> <li>• Previous experience desirable but not essential</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety and Food Hygiene training</li> </ul>	Sunday 13 <sup>th</sup> May 11.00a.m. – 4.00 p.m.

<b>Food &amp; Beverage Supervisor</b> ( must be available to work weekends, evenings and bank holidays)	<ul style="list-style-type: none"> <li>• Experience of managing a team within a guest focused environment</li> <li>• Ability to motivate staff</li> <li>• Excellent organizational skills and eye for detail</li> </ul>	<ul style="list-style-type: none"> <li>• Previous food and beverage experience</li> <li>• Good numeracy and literacy skills</li> </ul>	Tuesday 1 <sup>st</sup> May 12.00 noon – 6.30 p.m.
<b>Night Porter</b> ( must be available to work weekends, evenings and bank holidays)	<ul style="list-style-type: none"> <li>• Own transport</li> <li>• Customer service experience</li> <li>• Ability to use initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of bar work</li> <li>• Housekeeping</li> <li>• Current First Aid certificate</li> </ul>	Tuesday 1 <sup>st</sup> May 12.00 noon – 6.30 p.m.
<b>Food &amp; Beverage Assistants</b> ( must be available to work weekends, evenings and bank holidays)	<ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Attention to detail</li> <li>• Excellent communication skills</li> <li>• Smart, lively and confident</li> <li>• Work well individually as well as in a team</li> <li>• Enthusiastic and motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in customer care environment</li> </ul>	Tuesday 1 <sup>st</sup> May 12.00 noon – 6.30 p.m.
<b>Housekeeper</b> (must be available to work weekends, evenings and bank holidays)	No previous experience required but must have <ul style="list-style-type: none"> <li>• a good eye for detail</li> <li>• ability to work as a team member</li> <li>• pride in your work</li> <li>• be customer focused</li> </ul>		Tuesday 1 <sup>st</sup> May 12.00 noon – 6.30 p.m.
<b>Receptionists</b> ( must be available to work weekends, evenings and bank holidays)	<ul style="list-style-type: none"> <li>• Excellent communication &amp; organizational skills</li> <li>• Previous administrative experience</li> <li>• Friendly and outgoing</li> <li>• Ability to use initiative</li> <li>• Good numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Previous reception experience preferred</li> </ul>	Tuesday 1 <sup>st</sup> May 12.00 noon – 6.30 p.m.
<b>Demi Chef/Chef de Partie</b>  We have permanent fulltime vacancies ( must be available to work weekends, evenings and bank holidays)	<ul style="list-style-type: none"> <li>• Experience in a commercial kitchen</li> <li>• Rosette experience preferred but not essential</li> <li>• Team and lone working</li> <li>• Basic understanding of Health &amp; Safety</li> </ul>		Tuesday 1 <sup>st</sup> May 12.00 noon – 6.30 p.m.
<b>Kitchen Porter</b> We have permanent fulltime vacancies ( must be available to work weekends, evenings and bank holidays)	<ul style="list-style-type: none"> <li>• No experience required</li> <li>• Must be an excellent team worker</li> <li>• Prepared to work flexible shifts</li> </ul>		Tuesday 1 <sup>st</sup> May 12.00 noon – 6.30 p.m.

<p><b>Baker – Blacksmith’s Foodcourt</b> Part-time (approximately 24 hours per week)</p>	<ul style="list-style-type: none"> <li>• NVQ L2 Hospitality Services or equivalent</li> <li>• Good scratch baking skills</li> <li>• Good Numeracy skills</li> <li>• Attention to detail and creative</li> </ul>		
<p><b>Team Leader Blacksmith’s Foodcourt</b>  40 hours per week to be worked 5 days out of 7</p>	<ul style="list-style-type: none"> <li>• Experience in leading and motivating a team in a Customer Service environment</li> <li>• Ability to analyse sales figures</li> <li>• Ability to prioritise &amp; multitask</li> <li>• Strong commitment excellent to customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Conversational skills in speaking a foreign language e.g. German, French, Mandarin</li> <li>• Recognised hospitality qualification</li> <li>• Personal Licence Holder</li> </ul>	

**For further information regarding any of these vacancies please contact [marie.glencross@gretnagreen.com](mailto:marie.glencross@gretnagreen.com)**