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# Example of Assistant Spa Manager Job Description

Our growing company is looking for an assistant spa manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant spa manager

* Schedules colleagues in accordance with labor standards and business levels and appropriately control labor costs
* Communicate to Chef and F&B Director all deviations from standard portion size and method of preparation
* To ensure that all colleagues report for duty punctually wearing the correct uniform/ attire, name badge at all times in accordance with the department and hotel grooming standards
* To ensure that all colleagues provide a friendly, courteous and professional service at all times
* To assist in the training of colleagues ensuring that they have the necessary skills to perform their duties with the maximum efficiency and in the most productive manner
* To supervise the colleagues within the department, ensuring that the correct standards and methods of service are maintained as stated in the Hotel and Departmental Operations Manual
* To ensure that all colleagues have an understanding of and adhere to the Hotel regulations and in particular the policies and procedures relating to Fire, Hygiene, Health and Safety
* To comply with local legislation, be conversant, and act in accordance with any such matters relating to the department
* To be flexible and extend job duties to carry out any other reasonable duties and responsibilities within the job capability as assigned, including redeployment to alternative departments/areas if required, to meet business demands and guests service needs
* To attend training and meetings as required

## Qualifications for assistant spa manager

* To ensure that the Department operational budget is strictly adhered to, that all costs are controlled, and expenditure approved
* To conduct and contribute to regular departmental communication meetings ensuring objectives are reviewed and results monitored and minutes recoded
* To ensure rotas are posted and timesheets are submitted on time
* To ensure all colleagues are treated fairly and consistently as outlined in their terms and conditions of employment, local legislation, and company/ hotel policies and procedures
* To ensure that all rooms have a programme for being thoroughly cleaned-spring clean programmes
* To check all the cleaning of rooms is at a high standard