

## Director of Stewarding

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Company: The Newbury Boston

Location: Boston

Category: other-general

Compensation Type: Yearly Highgate Hotels:

Highgate is a premier real estate investment and hospitality management company widely recognized as an innovator in the industry. Highgate is the dominant player in U.S. gateway markets including New York, Boston, Miami, San Francisco and Honolulu, with a rapidly expanding presence in Europe, Latin America, and the Caribbean. Highgate's portfolio of global properties represents an aggregate asset value exceeding \$20B and generates over \$5B in cumulative revenues. The company provides expert guidance through all stages of the hospitality property cycle, from planning and development through recapitalization or disposition. Highgate also has the creativity and bandwidth to develop bespoke hotel brands and utilizes industry-leading proprietary revenue management tools that identify and predict evolving market dynamics to drive out performance and maximize asset value. With an executive team consisting of some of the industry's most experienced hotel management leaders, the company is a trusted partner for top ownership groups and major hotel brands. Highgate maintains corporate offices in London, New York, Dallas, and Seattle.

Location:

The Newbury Boston at One Newbury Street, located in the premier shopping and dining neighborhood of Boston's Back Bay is an iconic property originally opened in 1927 as one of the first Ritz-Carlton hotels in the U.S. and most recently was the Taj Boston. The building was recently transformed into a 286-room luxury hotel with 16,000-sq-ft of stunning event spaces, signature dining experiences and a reimagined front entrance on Newbury Street.

#### Overview:

The Director of Stewarding is responsible for the operations of the stewarding department during the afternoon and evening shifts to ensure proper washing of kitchen utensil sanitation. He/she is also responsible for supervising the stewarding department and ensuring that all outlet surfaces and utensils are clean and in compliance with all Health department requirements and hotel guidelines.

#### Responsibilities:

- Supervise activities of evening stewards, pot washers, and night stewards to ensure proper utensil sanitation and storage.

- Comply and assure compliance with all safety standards by following all safety rules and

procedures.

Check banquet hallway, loading dock, and receiving area for cleanliness.

Supervise and maintain the sanitation of kitchen, store rooms, hallways, dock, and equipment.

Maintain a high standard of cleanliness and orderliness in all kitchens, back dock, dumpster and utility work areas.

Keep management informed of shortage of equipment and supplies.

Operate the dishwashing equipment to ensure that all china, glass, and silver are cleaned thoroughly and sanitation of such is maintained.

Return all clean china, glass, and silver to its proper storage location using care to minimize breakage.

Knowledge of proper safe handling techniques for all chemicals used.

Report any faulty equipment to management immediately.

Know the location and operation of all fire extinguishing equipment.

Practice safe work habits at all times to avoid possible injury to self or other employees.

Follow the proper procedures in the breakdown, cleaning and reassembling of all kitchen equipment, as needed.

Follow all sanitation standards.

Prepare route sheets for the day.

#### Qualifications:

1-year management experience in a luxury hotel preferred

High School diploma or equivalent and/or experience in a related field preferred.

College course in related field helpful.

Supervisory experience preferred

Flexible and long hours sometimes required.

Medium work - Exerting up to 50 pounds of force occasionally, and/or 20 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Ability to stand during entire shift.

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