



THE
JOHNSTOWN
ESTATE 
HOTEL & SPA



Georgian Elegance - Modern Luxury - A Warm Welcome



Welcome

Welcome and thank you for considering The Johnstown Estate Hotel & Spa for your Placement Programme. At the Johnstown Estate Hotel, we strive to offer the highest level of service and hospitality to create unforgettable guest experiences.

Set on 120 acres of rich, tranquil parkland in Enfield, Co. Meath, The Johnstown Estate is uniquely located in beautiful Irish countryside yet is easily accessible to Dublin city centre and Dublin international airport. At The Johnstown Estate, we do warm, authentic welcomes particularly well, and our team constantly strives to deliver a polished service, guest comfort and excellence in everything we do. As part of our team, you will be very welcome and will become one of the exceptional local, national, and international placements that join us each year.

From the day you arrive, you will be part of an exceptional team and join a greater network of people who have a strong worldwide reputation in its expertise in hospitality. For us, The Johnstown Estate Placement Programmes are about developing the whole person, helping you achieve personal and developmental goals that will enable you to stand out in the crowd. You will have the opportunity to excel in your position and gain hands-on experience in all aspects of the hotel, and we will support you every step of the way.

At The Johnstown Estate, we are one big team and one big family. In these challenging times, our team are more important than ever. It is important to us that we understand our employees and guests and make them feel at home. We have a shared focus in delivering first-class service and hospitality.

We look forward to welcoming you and creating an inspiring platform to launch a wonderful and exciting career in hospitality.

Kind Regards

Guy Thompson

Georgian Elegance - Modern Luxury - A Warm Welcome

Guy Thompson
General Manager



Table of Contents

Why Choose Us?	1.
What Can You Expect from A Johnstown Estate Placement Programme?	1.
What We Will Offer You?	3.
Exceptional Employee Benefits	3.
Types of Placements available	4.
MIT Place Programmes	5.
Food & Beverage Manager in Training	5.
Rooms Division Manager in Training	8.
Internships	11.
Culinary Internship	11.
Food & Beverage Internship	12.
Rooms Division Internship	13.
Internship Benefits	14.
About Us, The Johnstown Estate Hotel & Spa	15.
Ireland as a Location	16.
Accommodation & Location	17.
Contact Details	18.

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Why choose us?

The Johnstown Estate Hotel Placement Programmes offer tailored development programmes to inspire and empower you to reach your full potential. We offer something few others can; 6-18 months of intensive training with an exceptional team in an unrivalled location and to be part of a company that continually invests in the hotel's future and its people. We offer great benefits to build your career, from hands-on experience in a large resort to working with and learning from some of the country's most prominent hospitality professionals.

We create an environment of dignity and respect to excel in and will support you on every step of your journey. Our people are our future, and we train our teams to become leaders in delivering first-class hospitality and service. Are you ready to be the best and join us for this highly engaging and exciting placement experience?

What can you expect from a Johnstown Estate Placement Programme?

The Johnstown Estate Placement Programmes aim to deliver an in-depth training model that is specially designed and customised to provide an authentic training methodology ensuring the highest standard of learning and operational experience.

Incorporating on the job training, mentorship, and the opportunity to attend a range of Masterclasses, the participant will be afforded measurable opportunities to strive and navigate their way through their career in the luxury 4* hotel industry.

The Johnstown Estate Placement Programmes are supported by an experiential strategy where each participant will have a hands-on opportunity to increase their contribution to the business either in Rooms Division or Food and Beverage. "Our commitment is to provide an all-encompassing work placement experience, supporting you in gaining operational and life skills to launch your career in hospitality".

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What can you expect from a Johnstown Estate Placement Programme? (cont'd.)

Duration	Room Division	Food and Beverage
6-12 months	Estate Reservations	Fire & Salt Restaurant Fine Dining
	Reception	Spa Café
	Guest Relations	The Coach House Brasserie
	Housekeeping	C&B
		Meeting and Events
18 months	Revenue	Cost Control
	Digital	Storage Management
		Procurement
		Supplier Negotiation
	Included:	Included:
6-18 months	HR Masterclasses Learning & Development Soft Skills Workshops	HR Masterclasses Learning & Development Soft Skills Workshops

What we will offer you?

- 6, 12 or 18 months of intensive learning and development in your chosen area
- Learn how to deliver first-class hospitality and exceptional guest service
- Training and hands-on experience to help you grow your management, leadership, and problem-solving skills
- The opportunity to take on key projects in areas like HR, Guest Relations and Food & Beverage
- Additional Masterclass and Soft Skills workshops to enhance your development
- Work with, and learn from some of the country's most prominent hospitality professionals
- Personal mentoring from a senior manager to help you make the most of your experience
- Be part of a great brand and team that are passionate about creating the best hospitality experience for guests
- Avail of additional employee benefits.
- Working with young dynamic team

Exceptional Employee Benefits

- Uniform
- Meals on duty
- Leisure Club Membership
- Incentive and reward scheme
- Supplemented On-Site Accommodation
- Staff parking
- Staff discounts
- Social and wellness club
- Use of hotels bikes



TYPES OF PLACEMENTS AVAILABLE

1. MIT PLACEMENT PROGRAMME *(18months)*

FOOD AND BEVERAGE MANAGER IN TRAINING

JOB TITLE:	Food and Beverage Manager in Training
REPORTING TO:	Outlet Manager
RESPONSIBLE FOR:	Fire & Salt Restaurant/Coach House Brasserie/C&B/Spa Cafe
DURATION:	12-18 months

ROOMS DIVISION MANAGER IN TRAINING

JOB TITLE:	Rooms Division Manager in Training
REPORTING TO:	Rooms Division Manager
RESPONSIBLE FOR:	Housekeeping/Front Office
DURATION:	12-18 months

2. INTERNSHIPS *(3-6 months)*

Culinary Internship
Duration 3 - 6 months

Food and Beverage Internship
Duration 3 - 6 months

Room Division Internship

Duration 3 - 6 months





1. MIT PLACEMENT PROGRAMME *(18months)*

1a) FOOD AND BEVERAGE MANAGER IN TRAINING

JOB DESCRIPTION

JOB TITLE:	Food and Beverage Manager in Training
REPORTING TO:	Outlet Manager
RESPONSIBLE FOR:	Fire & Salt Restaurant/Coach House Brasserie/C&B/Spa Cafe

PROGRAMME AIM

The aim of the Food and Beverage MIT Programme is to provide the participant with relevant and practical experience in the management of the F&B outlets. The programme will equip you with the skills knowledge and confidence to excel in your career. The participant will be involved in the work that affects them and will be provided with the opportunity to provide authentic input and respond appropriately to guest and employee engagement.

PARTICIPANT PROFILE

Participants must be actively pursuing a career in the hospitality industry and have a strong desire to develop leadership skills. Participants must be over the age of 18. Participants must be committed to completing all job-related tasks and have a genuine desire to provide guests with excellent service standards. Participants must be a team player, work well with others and be respectful and mannerly.

PROGRAMME STRUCTURE

The Johnstown Estate Hotel and Spa – Food and Beverage MIT programme facilitates the participant to experience operations in all Food and Beverage outlets. The duration of the MIT programme is 12-18 months. This programme has been designed with specific criteria that allows a multi-faceted experience in a 4* Luxury Hotel Property.

PRIMARY OBJECTIVE OF ROLE

Leading and developing a Food and Beverage Team, implementing continuous improvement plans throughout the department, liaising with customers and clients, ensuring the efficient running of the department in conjunction with the outlet manager.

COMMITMENT TO EXCELLENCE

Ensuring that our guest's experience is catered for in a professional, friendly, and helpful manner.

DUTIES AND RESPONSIBILITIES TO Include

- Ensure departmental SOP are implemented
- Leading the team with responsibility for the success of the day to day running of the outlet.
- Ensuring the outlet team members adopt a proactive approach to all guest services.
- Continuously seeks to maintain & update knowledge and professionalism in your own job function.
- Assisting in the development of the overall offering from the department, whilst improving service standards in the outlet.

SALES

- Attend weekly BEO meetings.
- Pass on any sales leads to the Sales team.
- Ensure that outlet team are aware of the latest hotel promotions.
- Work with the sales team to ensure you are selling and marketing the outlet internally and externally.

STOCK CONTROL / FINANCE

- Understanding and implementing your outlets budget.
- Ensuring all sales are billed correctly, following systems procedures and processes.
- Ensure all daily tills balance and investigate and rectify any discrepancies.
- To assist in conducting monthly stocktakes.
- Analysis of the monthly beverage stock takes implementing all action plans as necessary ensuring budgets are met.
- Planning rosters in accordance with business levels and the budget.
- Assist in ensuring the department is working to control all outlet expenses.

HUMAN RESOURCES:

- Utilise leadership skills and motivation to maximise employee productivity and satisfaction.
- Attend weekly head of department meeting.
- Ensure all staff are fully briefed on each event.
- Develop and implement in conjunction with the HR Department (HR) the outlet training plans/needs for all your Team.
- Ensure all departmental team members adhere to the uniform standards.
- Monitor outlet's overall service, interaction with other departments and teamwork on a daily basis and take action to improve.
- Attend all scheduled Hotel training as directed by Management / HR.

SECURITY, HEALTH & SAFETY:

- Ensure all defects, damage, theft, breakages, or hazards in your department are reported to the relevant department to ensuring equipment and plant is functioning and properly maintained.
- Secure the company's stock and property, and ensure all keys are included in the hotel key system.
- Ensure the outlet's maintenance and cleaning schedule is adhered to, ensuring all work surfaces, shelves, floors, walls, sinks, cupboards etc. are cleaned to a high standard.
- Adhere to all regulations in respect of health and safety.
- Participates in the scheduled Health and Safety and Green Committee meetings and implements all findings relevant to the department.



2. ROOMS DIVISION MANAGER IN TRAINING

JOB DESCRIPTION

JOB TITLE:	Rooms Division Manager in Training
REPORTING TO:	Rooms Division Manager
RESPONSIBLE FOR:	Housekeeping/Front Office

PROGRAMME AIM

The aim of the Rooms Division MIT Programme is to provide the participant with relevant and practical experience in Estate Reservations, Housekeeping, Front of House, and Guest Relations. The programme will equip you with the skills knowledge and confidence to excel in your career. The participant will be involved in the work that affects them and will be provided with the opportunity to provide authentic input and respond appropriately to guest and employee engagement.

PARTICIPANT PROFILE

Participants must be actively pursuing a career in the hospitality industry and have a strong desire to develop leadership skills. Participants must be over the age of 18. Participants must be committed to completing all job-related tasks and have a genuine desire to provide guests with excellent service standards. Participants must be a team player, work well with others and be respectful and mannerly.

PROGRAMME STRUCTURE

The Johnstown Estate Hotel and Spa – Rooms Division MIT programme facilitates the participant to experience operations in Housekeeping and Front Office. The duration of the MIT programme is 12-18 months. This programme has been designed with specific criteria that allows a multi-faceted experience in a 4* Luxury Hotel property.

PRIMARY OBJECTIVE OF ROLE

As the Rooms Division MIT, you are responsible for assisting the Rooms Division Manager in overseeing operations and to deliver an excellent guest experience. You will be required to evaluate guest satisfaction and assist in setting and achieving targets and objectives.



COMMITMENT TO EXCELLENCE

Ensuring that our guest's experience is catered for in a professional friendly and helpful manner.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Assist in overseeing Rooms Division operations including, but not limited, to Reception, Housekeeping, Guest Relations and Estate Reservations.
- Evaluate Guest satisfaction levels and monitor trends with a focus on continuous improvement.
- Operate within departmental budgets through effective stock and cost controls and well managed schedules.
- Assist in setting departmental targets and objectives, work schedules, budgets, and policies and procedures.
- Monitor the appearance, standards, and performance of the Room Division Team with an emphasis on training and teamwork.
- Ensure team members have an up-to-date knowledge of all room categories and amenities.
- Maintain good communication and work relationships in all hotel areas and with external customers and suppliers.
- Ensure staffing levels cover business demands.
- Ensure ongoing training.
- Ensure communication meetings are conducted and post-meeting minutes generated.
- Ensure team members comply with hotel security, fire regulations and all health and safety legislation.

SALES

- Attend weekly BEO meetings.
- Pass on any sales leads to the Sales team.
- Ensure that team are aware of any hotel promotions.
- Work with the sales team to ensure you are selling and marketing internally and externally.

STOCK CONTROL / FINANCE

- Understanding and implementing your departmental budget.
- Ensuring all sales are billed correctly, following systems procedures and processes.
- Ensure all daily tills balance and to investigate and rectify any discrepancies.
- To assist in conducting monthly stocktakes.
- Planning rosters in accordance with business levels and the budget.
- Assist in ensuring the department is working to control all expenses in line with your agreed budgets.

HUMAN RESOURCES

- Utilise leadership skills and motivation to maximise employee productivity and satisfaction.
- Attend weekly head of department meeting.
- Ensure all staff are fully briefed on arrivals/departures/events.
- Develop and implement in conjunction with the HR Department (HR) the outlet training plans/needs for all your Team.
- Ensure all departmental team members adhere to the uniform standards.
- Monitor outlet's overall service, interaction with other departments and team work on a daily basis and take action to improve.
- Attend all scheduled Hotel training as directed by Management / HR.

SECURITY, HEALTH & SAFETY:

- Ensure all defects, damage, theft, breakages, or hazards in your department are reported to the relevant department to ensuring equipment and plant is functioning and properly maintained.
- Secure the company's stock and property, and ensure all keys are included in the hotel key system.
- Ensure the maintenance and cleaning schedule is adhered to, ensuring all work surfaces, shelves, floors, walls, sinks, cupboards etc are cleaned to a high standard.
- Adhere to all regulations in respect of health and safety.
- Participate in the scheduled Health and Safety and Green Committee meetings and implements all findings relevant to the department.



INTERNSHIP PROGRAMME

Title :	Culinary Internship
Department :	Fire and Salt Kitchen/Coach House Brasserie Kitchen
English Language :	Good Understanding of English required
Type of internship :	Experiential Workplace Learning
Internship period :	3-6 months
For students in :	Culinary

Description of Internship Programme

The Johnstown Estate Hotel and Spa's Internship Programme is a work based learning experience. The aim of the programme is to provide interns with the basic skills and related knowledge to work in the Luxury 4* Hotel sector. Intern programmes are in Food and Beverage, Housekeeping and Culinary

We will provide the Intern with a meaningful quality work experience that will enhance their employability and skills. The work place experiential learning will include a comprehensive onboarding process that will help the trainee to settle in quickly.

Upon completion of the Culinary Internship the Intern will have achieved the following :

- Practical experience as a Commis Chef
- Understand and demonstrate 4* level of culinary practices
- Understand and administer health and safety guidelines
- Develop skills that support future success in hospitality
- Have an understanding of career pathways
- Undertake a range of learning opportunities
- Work in a team environment and part of a positive work culture



INTERNSHIP PROGRAMME

Title :	Food & Beverage Internship
Department :	Fire and Salt/Coach House Brasserie/C&B/Spa Café
English Language :	Good Understanding of English required
Type of internship :	Experiential Workplace Learning
Internship period :	3-6 months
For students in :	Hospitality

Description of Internship Programme

The Johnstown Estate Hotel and Spa's Internship Programme is a work based learning experience. The aim of the programme is to provide interns with the basic skills and related knowledge to work in the Luxury 4* Hotel sector. Intern programmes are in Food and Beverage, Housekeeping and Culinary.

We will provide the Intern with a meaningful quality work experience that will enhance their employability and skills. The work place experiential learning will include a comprehensive onboarding process that will help the trainee to settle in quickly.

Upon completion of the Food & Beverage Internship the Intern will have achieved the following :

- Practical experience in all Food & Beverage outlets
- Understand and demonstrate fine dining level of service
- Understand and administer health and safety guidelines
- Become a trained Barista.
- Complete wine service etiquette
- Cocktail making
- Sequence of Service
- Develop skills that support future success in hospitality
- Work in a team environment and part of a positive work culture



INTERNSHIP PROGRAMME

Title :	Rooms Division Internship
Department :	Housekeeping Department
English Language :	Good Understanding of English required
Type of internship :	Experiential Workplace Learning
Internship period :	3-6 months
For students in :	Hospitality

Description of Internship Programme

The Johnstown Estate Hotel and Spa's Internship Programme is a work based learning experience. The aim of the programme is to provide interns with the basic skills and related knowledge to work in the Luxury 4* Hotel sector. Intern programmes are in Food and Beverage, Housekeeping and Culinary

We will provide the Intern with a meaningful quality work experience that will enhance their employability and skills. The work place experiential learning will include a comprehensive onboarding process that will help the trainee to settle in quickly.

Upon completion of the Rooms Division Internship the Intern will have achieved the following :

- Practical experience as a Housekeeping Assistant
- Front and back of house cleaning protocols.
- Understand chemicals and administer health and safety guidelines
- Bedroom Presentation
- Suite Presentation
- Turndown Service
- Linen Porter
- Manual Handling Operations
- Develop skills that support future success in hospitality
- Work in a team environment and part of a positive work culture



Each Intern will be provided with :

- Paid placement
- Dedicated Mentor
- Discounted Accommodation
- Complimentary Gym Membership
- Uniform
- Meals on Duty
- Training Opportunities
- Social and Wellness supports



About us

The Johnstown Estate Hotel & Spa

Nestled in 120 acres of tranquil countryside just 35 minutes from Dublin City Centre and Dublin Airport, the four-star Johnstown Estate Hotel & Spa offers luxury accommodation and first-class hospitality to local, national, and international guests. Privately held, The Johnstown Estate has undergone significant investment over the past five years and continues to do so. In 2017, the hotel was completely re-imagined with a €10 million refurbishment, and most recently, in 2020, a further €3.5 million was invested in creating an exciting new spa experience. A Grade One listed building, The Traditional Georgian Manor House retains the splendour of the era while a new modern wing sits quietly behind. Open fires burn throughout its rooms, with antique finishes and original features, you instantly feel at home. The Estate includes 128 spectacular bedrooms and suites and 40 self-catering luxury lodges. A beautiful Lady Margaret Suite is located in the original House overlooking the grand entrance to the Estate. The hotel offers a choice of dining options, from a gourmet fine-dining experience at the hotels signature restaurant 'Fire & Salt' to traditional Irish classics served in the relaxed setting of The Coach House Brasserie.

Designed with total luxury and relaxation in mind, the new spa includes an outdoor Rooftop Experience, Thermal Suite, 15 treatment rooms including a Rasul Mud and Mineral Treatment Bath and a Couples Room. New cutting-edge technology has been installed, including Gharieni Psammotherapy (hot sand therapy), Aqua-beds, plasma and light treatment technologies and sound wave therapies. There is also a new 48-seat in-Spa restaurant.



Ireland as a Location

For a small country, Ireland packs a large punch. Listed as having some of Europe's "friendliest cities" and having the world's best hotels by Conde Nast, Ireland lives up to its international reputation as a friendly and hospitable country. Voted as one of the top places to visit in the world by Lonely Planet, Ireland has lots of beautiful places to see. From the elegant Georgian streets of Dublin to historical world-class Heritage sites such as Ireland's largest Anglo-Norman castle, Trim Castle (film location for Braveheart), an adventure awaits around every corner. Ireland has also won Europe's Leading Tourist Attraction at the World Travel Awards for Spike Island in Cork, Titanic Belfast, and Guinness Storehouse.

Ireland has a strong worldwide reputation in its expertise in hotel, restaurant, bar, leisure, and resort management. Tucked away in little villages and towns that snuggle into the coastline are delightful cafes and restaurants, where you can indulge in your passion for good food and great wine. And reflecting its reputation of having great food, Ireland now has 21 Michelin star restaurants.

For recreation, the country's unique landscape means you are rarely far from a beach clifftop or breath-taking mountain view allowing for endless leisure pursuits such as hill walking, cruising, angling, golf, cycling, and equestrian activities. Take a coastal drive and view some of the most beautiful beaches in the world, listen to your heart pound with the thrill of the final stretch at a horse racing day, or try to keep the pace at the excitement of a highly competitive traditional Irish hurling match.

Situated just 35 minutes from The Johnstown Estate is Ireland's invigorating and culturally rich capital Dublin. Dublin is a resoundingly social place, packed with culture, creativity, and craic (fun). You'll see it in the busy pubs, in the rolling nightlife scene, in the music and in the chat. But this ancient gem basks in natural beauty, too. Head out beyond the city, and the UNESCO Biosphere of Dublin Bay opens up with coastal walks, little villages, wide sea views and rugged mountain backdrops.

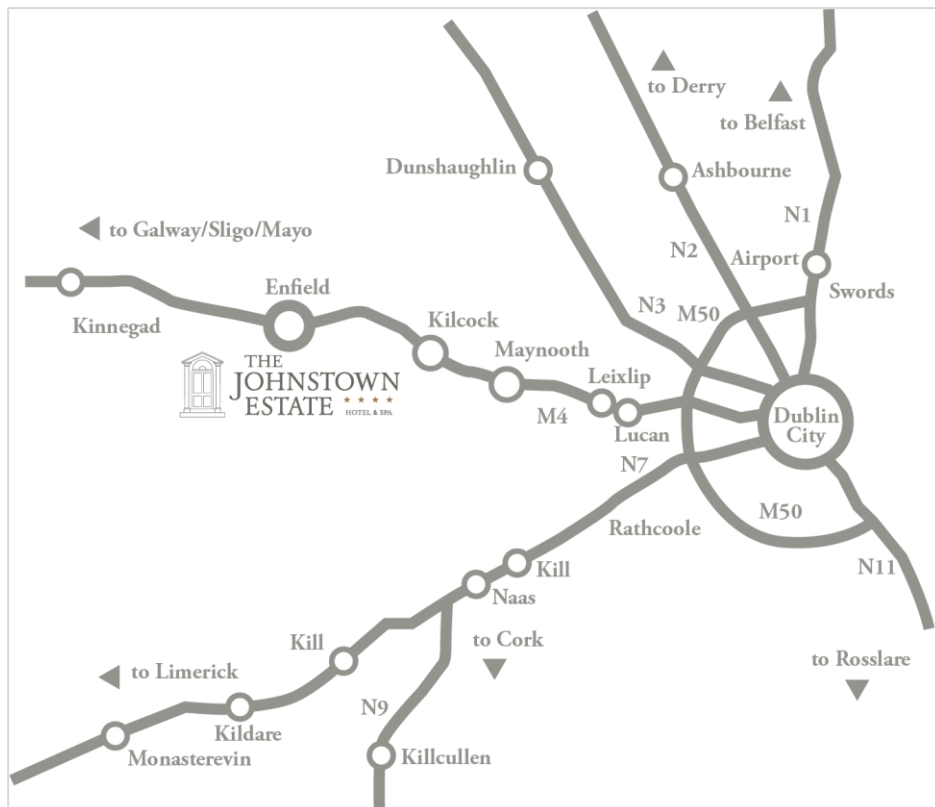
Accommodation

Being selected for The Johnstown Estate placement programme is a great experience. But it is even better knowing there is safe, comfortable accommodation available to you through the hotel. We offer a competitive rate, as well as being within walking distance to the hotel.

Location

Located in Enfield, Co. Meath in Ireland's Ancient East, and only 35 minutes from Dublin City, and Dublin International Airport, we are easily accessible by both bus and rail from Enfield.

The Johnstown Estate, Enfield, Co. Meath, Ireland A83 V070





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