



# Assistant Manager 2026

We strive to provide a unique experience for our guests. The setting is peaceful and beautiful countryside and the vibe is relaxed and friendly. We want our guests to feel at home while also enjoying the very highest standards of accommodation, food and service. We have excellent guest reviews and want to keep it that way. The Assistant Manager (AM) plays the key role in ensuring we are successful in this endeavour.

While Anna (co-owner/director of the business) oversees bookings, business finance and administration, staff recruitment, weekly planning and menu planning, among other things, the AM is responsible for day-to-day operations and service quality standards. Both play an active role in hosting guests. Some responsibilities can fall to either the owners or the AM, depending on their experience and ability. Certain operational responsibility areas can also be devolved to other team members.

The AM ensures the smooth running of the guesthouse and the highest of standards of hospitality at all times. They take full responsibility for the guesthouse when the owners are not present. The job description below gives an outline of responsibilities and tasks, but is not exhaustive.

NOTE: The AM works a similar shift pattern to other team members, but often works a little longer to ensure staff are supported, tasks are completed and quality standards are met. They are guaranteed one full day, two half days and a total of at least four evenings off per week, plus paid holiday leave.

## TERMS

- Must meet all essential selection criteria (see below).
- c.6 month work placement, or permanent post, with 6-week probation period.
- Start date: early May 2026.
- Net pay: 1200-1500 euro pcm, depending on experience, abilities and agreed role.
- Croatian bank account needed.
- Accommodation: Bed & board available on site - subsidised rental price of 165 euro pcm.
- Paid leave: Croatian statutory leave (2 days per month worked).
- Healthcare: As an employee, post-holder will receive Croatian state healthcare cover.
- Relocation allowance: up to 600 euro for relocation from outside Croatia.
- Able to legally work in Croatia. Having EU citizenship is preferred. If you do not have EU citizenship we will discuss placement length and work permit possibilities with you.
- Car: Access to a shared car, occasionally, in return for contributions towards fuel and cleaning.
- We reserve the right to terminate work placements at any time in the event of misconduct (eg dishonesty, theft, inappropriate behaviour, wilful damage to property).

# DUTIES

## **Manage day-to-day operations, incl:**

- Managing operations to ensure guests receive the highest quality of accommodation and service
- Communicating plans, systems, policies, standards etc clearly to all team members
- Training, supporting and supervising team members
- Ensuring all tasks are completed to a high standard, and on time, making best use of resources
- Daily liaison with guests as needed, including check-ins and check-outs
- Managing the Bookings folder so that all relevant data, and payments, are collected
- Co-ordinating people's contributions to 'family meals' so this work is fairly shared out (TBC)

## **Ensure the guesthouse is clean, beautiful and welcoming, incl:**

- All communal areas are kept clean, tidy and beautiful, both inside and outside
- The Kućica and Kuća rooms are turned around between guests, are in perfect order in good time
- All bathrooms and toilets are checked daily and maintained to a high standard
- Quality control of all household work
- All regular household chores are done as needed
- Stock management of all household/housekeeping consumables (can be devolved)
- Contributing fair share of household work, eg cleaning, laundry, regular chores

## **Ensure breakfast service for guests each morning, incl:**

- The breakfast table is prepared, beautifully, and on time every day
- Breakfast service is welcoming, attentive and professional
- Prompt and thorough clear-up after breakfast service
- Stock management of all breakfast items, foods and their ingredients (can be devolved)
- Yoghurt, bread and granola are made as needed
- Preparing the hot/special breakfast dish once or twice per week (TBC)
- Hosting and serving during breakfast (on some days)

## **Ensure guest drinks, snacks and dinner service, incl:**

- Dining and other spaces (eg terraces, fireplace area) are prepared on time and beautiful
- Dinner services are welcoming, friendly, professional, smooth-running and on time
- Drinks and snack boards, and their service, are high quality every time
- Management of all drinks, foods and other items needed (can be devolved)
- Assisting with dinner menu planning and/or dinner prep on some days
- Hosting, serving and clearing up guest dinners (on some days)

## **Other duties and jobs will include:**

- 'Morning duty' and 'Evening duty' (regular chores + guest hosting)
- Gardening and agricultural tasks (eg hay-raking, harvests, olive-pruning)
- Food-related 'projects' (eg making preserves) and occasional DIY/craft projects (eg varnishing)
- Social media posts to promote Bolara 60 and increase bookings (TBC)
- Supporting the delivery of occasional cooking classes and workshops
- Caring for the chickens and cats

# PERSON SPECIFICATION

## Essential:

- **Great attitude towards the role and context** (highly positive approach to all aspects of the job; commitment to the aims and values of Bolara 60; engagement with the place and community).
- **Excellent people management skills** (able to lead and motivate a team, communicate plans, set goals and shape tasks, train and coach people, give feedback, and manage (under)performance).
- **Excellent operational management skills** (able to plan and re-plan as needed, manage time and resources, prioritise, design and manage systems, and co-ordinate a range of tasks/activities).
- **Excellent communication and interpersonal skills** (being responsive, personable and team-spirited, able to develop working and personal relationships quickly, give clear instructions, proactively and confidently host guests, and socialise with people from a range of backgrounds).
- **Eye for detail and commitment to the highest standards.**
- **Leadership ability and high sense of responsibility and accountability** (able to act, look, sound and feel like the manager of a guesthouse; able to set the tone and be a good role model; confident and able to act independently; being unwaveringly professional, reliable and punctual).
- **Adaptable, flexible and resilient** (able to cope with challenging situations, changing plans and set-backs; emotionally strong and balanced; more likely to be giving support than needing it).
- **Can take initiative** (able to (re-)make judgement calls, think on feet and problem-solve).
- **Commitment to personal & professional development** (keen and able to take on and respond to feedback, to increase product and organisational knowledge, and to make improvements).
- **3+ years FTE work experience within the hospitality sector** (front or back of house).
- **1+ years FTE in a management/supervisor role.**
- **Physically fit** (able to do practical and sometimes physically demanding tasks such as household work, gardening and cooking for many hours a day, many days a week).
- **Comfortable living and working in a rural Mediterranean area** (nature-loving, not afraid of getting hands dirty in garden/field, comfortable with sparsely populated agricultural context).
- **Available for the period specified.**
- **Fluent in English.**
- **Willing and able to drive a manual (stick-shift) car in Croatia.**

## Preferred:

- Worked at Bolara 60 before.
- 4+ years FTE work experience within the hospitality sector (front *and* back of house).
- 2+ years FTE in a management/supervisor role, preferably within the hospitality sector.
- Particularly useful professional or practical skills: culinary / horticultural.
- Additional useful language(s): Croatian / Italian / German.
- Interested in developing AM role further and working at Bolara 60 for several years.

## TO APPLY

- Go to <https://www.bolara60.com/work> for further info and the online APPLICATION FORM.
- You will need to complete the form, upload a **one-page CV**, and give details of **two referees**.
- **Deadline: 25<sup>th</sup> January 2026.** *We will only consider applications made this way.*