



# EDWARDIAN HOTELS

LONDON

Appendix 1: Roles proposed to cease from the business	
Discipline	Roles proposed to cease from the business
Admin and General	Executive Assistant
	Human Resources Officer - Admin
	Recruitment Officer
Commercial	C&B Sales Co-ordinator
	Commercial Revenue Analyst
	M&E Sales Coordinator
	C&B Sales Manager
	Senior M&E Sales Executive
	C&B Sales Team Leader
	Special Events Sales Manager
	Meetings & Events Office Manager
	M&E Sales Executive
	London Meetings Consultant
	Groups Sales Consultant
	London Meetings Manager
	May Fair Groups Manager
	Assistant Groups Manager
	Group Sales Team Leader
	Central M&E Sales Manager
	M&E Diary Manager
	Strategic Relations Assistant
	M&E Planning Manager
Head Office Sales	Sales Manager
	Director of Conference Sales
	Account Director Mice
	Director of Corporate Sales
	Head of Business Travel
	New Business Development Manager
	Sales Executive
	Account Director Business Travel
Food & Beverage	Head of Online Travel Agent
	Business Centre Manager
	C&B Operation Team Leader
	Bar Manager
	F & B Co-ordinator
	In Room Dining Manager
	Meetings & Events Operations Waiter/ess
	Meetings & Events Operations Striker
Housekeeping	Meetings & Events Operations Head Bartender
	Restaurants Manager
	Night Chief House Steward
Front of House	Central Operation Senior Support Coordinator
	Customer Service Agent
	Customer Service Manager
	Customer Service Team Leader
	Guest Relations Executive
	Guest Relations Manager
	Guest Service Coordinator
	Guest Service Team Leader
	Head Doorperson
	Luggage Porter
	Night Concierge
	Night Guest Service Coordinator
	Night Guest Service Team Leader
	Night Luggage Porter
	Night Support Auditor
	Operation Support Manager
	Operation Support Team Leader
	Operations Support Coordinator
	Senior Guest Service Coordinator
	Reservation Agent
	Reservations Supervisor
Spa	Assistant Health Spa Manager
	Spa Assistant
Head Office	Assistant Group Internal Auditor
	Project Manager - Group
	PA to Operations Director
Information Technology	Executive Assistant



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Appendix 2: Roles proposed to diminish from the business			
Discipline	Positon	Redundancy Pool (current FTE headcount)	Redundancy Selection
Admin	Finance Cluster Manager	3	1
Admin	General Manager	12	3
Admin	Group Senior Controller	2	1
Admin	Group Training Manager	2	1
Admin	HR Co-ordinator	1.5	0.5
Admin	HR Manager	4	1
Admin	HR Officer	9.5	2.5
Admin	Revenue Controller	5.5	2.5
Commercial	Assistant Director of Meeting & Events / Conference Sales	3	2
Commercial	Director of Sales	7	2
Commercial	Distribution Solutions and Contracts Executive	3	1
Commercial	Director of Meeting & Events / Conference & Events Sales	4	3
Commercial	Revenue Manager	6	3
Commercial	Senior Creative Designer	2	1
Commercial	Group Sales Manager	2	1
Dicetask	Carpenter	9	3
Dicetask	Electrician	5	2
Dicetask	French Polisher	3	1
Dicetask	Labourer	8	3
Dicetask	Painter	22	11
Dicetask	Telecom Network Engineer	4	1
F&B	1st Commis Chef	35.5	17.5
F&B	Assistant F & B Cost Controller	8	4
F&B	Bar Tender	38.5	22.5
F&B	BOH Assistant Manager	2	1
F&B	BOH Manager	6	1
F&B	Breakfast Manager	2	1
F&B	Chef de Partie	33	21
F&B	Commis Chef	53.5	33.5
F&B	Commis Waiter	102	77
F&B	Demi Chef de Partie	39	21
F&B	Executive Head Chef	4	1
F&B	Expeditor	7	5
F&B	F & B Chief Steward	11	6
F&B	F & B Steward	122.5	82.5
F&B	F& B Cost Controller - Central Team	2	1
F&B	F&B Reservations Agent	5	3
F&B	F&B Reservations Team Leader	2	1
F&B	Floor Manager	21	7
F&B	Food and Beverage Manager	7	1
F&B	Head Bar Tender	6	1
F&B	Head Chef	10	5
F&B	Head Host/Hostess	6	4
F&B	Head Pastry Chef	3	2
F&B	Head Waiter	25	13
F&B	Hostess/Host	20	17
F&B	In-Room Dining Head Waiter/Ess	3	1
F&B	In-Room Dining / Room Service Night Waiter/Ess	3	1
F&B	In-Room Dining Waiter/ Waitress	8	2
	In-Room Dining Senior Waiter/ess	3	1
F&B	Junior Sous Chef	8	2
F&B	Meeting And Events Operations Manager	5	4
F&B	Meetings And Events Junior Events Manager	5	3
F&B	Meetings And Events Manager	11.5	3.5
F&B	Meetings And Events Operations Head Waiter	7.5	4.5
F&B	Meetings And Events Senior Events Manager	7	2
F&B	Bespoke Events & Private Dining Manager	3	1
F&B	Night Chef	3	1
F&B	Restaurant Manager	5	2
F & B	Restaurant and Bar Manager	12	9
F&B	Senior Chef de partie	21.5	14.5
F&B	Senior F&B Cost Controller	3	1
F&B	Senior Sous Chef	12	5
F&B	Senior Waiter	24.5	10
F & B	Senior Bar Tender	6	1
F&B	Sous Chef	8	2
F&B	Waiter/Waitress	104	44
HO Admin	Commission Controller	4.5	0.5
HO Admin	Group Payroll Manager	2	1
Housekeeping	Assistant Head Housekeeper	16.5	9.5
Housekeeping	Head Housekeeper	7	2
Housekeeping	Housekeeping Office Coordinator	6	3
Housekeeping	House Chief Steward	8	3
Housekeeping	House Steward	103	55
Housekeeping	Housekeeper	53	41
Housekeeping	Night House Steward	20	8
Housekeeping	Room Attendant	121.5	84
Housekeeping	Laundry Assistant	4	2
Housekeeping	Section Housekeeper	183	113
Housekeeping	Night Stone and Fabric Care	3	1
Housekeeping	Senior Head Housekeeper	6	1
Housekeeping	Senior Housekeeper	4	1
Housekeeping	Stone & Fabric Care Assistant	12	6
Housekeeping	Uniform Assistant	1.5	0.5
IT	Admin Help Desk Support Tech	2	1
IT	IT Systems Support	8	2
Maintenance	Maintenance Assistant	34	10
Maintenance	Maintenance Team Leader	19	5
Maintenance	Pest Controller	2	1
Rooms	Assistant Head Concierge	2	1
Rooms	Concierge	15	9
Rooms	Concierge Team Leader	3	1
Rooms	Front Office Manager	12	3
Rooms	Doorperson	12	10
Spa	Senior Therapist	3	2
Spa	Intermediate Therapist	4.5	1.5
Spa	Junior Therapist	12.5	8.5



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Appendix 3: Roles to be introduced due to the re-structuring of departments	
Discipline	Position
Admin	Hotel Operations Manager
Commercial / HO Sales	Events & Groups Diary Manager
	Events & Groups Sales Executives
	Events & Groups Operations Manager
	Events & Groups Planning Manager
	Head of Business Travel & MICE
	Middle East Sales Manager
	Account Director, Entertainment & Sports
	Account Director
Front of House	Lobby Host
	Senior Lobby Host
	Head Host, Lobby Team
	Night Host
	Night Head Host, Lobby Team
	Sequence Manager
	Guest Experience Ambassador
	Guest Experience Manager
	Senior Guest Experience Ambassador
	Guest Experience Team Leader
	Reservations Specialist
	Senior Reservations Specialist
F & B	Meetings & Events Service Manager
	Training & Development Administrator

## Edwardian London Management Services Limited

The administration services company for the Edwardian Hotels, London group

Registered Office: 140 Bath Road Hayes Middlesex UB3 5AW

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