



OASIS
APARTMENTS
PORT AUGUSTA



POSITION VACANT

EXECUTIVE HOUSEKEEPER

A rare opening exists within our dynamic Housekeeping Team for a full time permanent leader. This is a rewarding opportunity to achieve service excellence in your department, working for a South Australian owned and operated Hotel group.

Duties

- Monitor cleanliness in guest rooms, common and storage areas inclusive of cleaning times
- Administration tasks including worksheets, task lists, room status access logs and timesheets
- Produce and maintain rosters within service, occupancy and budget
- Accountability to monitor and analyse of housekeeping department wage reports
- Order stock and linen in accordance with par levels and budget
- Follow all Loss Prevention procedures regarding guest property
- Conduct performance appraisals of housekeeping team members
- Monitor and ensure team comply with safe operating practices and WH&S policies
- Participate in Recruitment and Training of new and existing team members
- Conduct team and department head meetings as required
- Report all maintenance issues

Skills and Experience

- Strong leadership qualities
- Effective communication skills incorporating a collaborative approach
- High level of accuracy and attention to detail when delivering products and services
- Exceptional time management skills with ability to priorities and organise
- Consistent approach to self-development
- Ability to address and implement continual improvement within the team
- An attitude of professionalism at all times with a high level of personal presentation
- Punctual and reliable
- A shared passion and responsibility towards our groups vision and values

This is a hands on role requiring approximately 60% of the time cleaning.

If you are a driven team player, looking to succeed in a culture of empowerment and accountability please visit our website www.majestichotels.com.au and download the position description.

Apply addressing the position description to: *(please include cover letter and CV with three referees)*

Andrew Hadert, Manager

Majestic Oasis Apartments

PO Box 2246 Port Augusta SA 5700

E: employment@majestichotels.com.au

Applications close: 14 March 2019

Majestic Hotels employees may apply for this position and will be considered in line with other external applicants. Decisions will be made based on relevant experience, skills and merit. Prior to submitting your application we encourage you to advise your manager.