



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

- Drive quality standards of cleaning - all areas
- Monitor housekeeping productivity
- Produce and maintain rosters within budget
- Accountability to monitor wage reports
- Order stock and linen and perform administration tasks
- Follow all Loss Prevention procedures
- Conduct team / department head meetings / performance appraisals
- Support in training and development
- Ensure compliance with WH&S policies
- Assist with the recruitment and be responsible for on-boarding and training
- Report all maintenance issues

Skills and Experience

- **Previous experience in a supervisory / management role in housekeeping or similar field is essential.**
- Strong leadership qualities
- High level of accuracy and attention to detail
- Effective communication skills incorporating a collaborative approach
- Exceptional time management skills with ability to establish 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 /room set up.

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)*

Previous applicants need not apply.

Andrew Hadert, Manager

Majestic Oasis Apartments

PO Box 2246 Port Augusta SA 5700

E: employment@majestichotels.com.au

Applications close: 20 September 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.