



ROOF GARDEN
HOTEL
ADELAIDE CITY



POSITION VACANT

ASSISTANT EXECUTIVE HOUSEKEEPER

As the **Assistant Executive Housekeeper**, you will work beside the Executive Housekeeper to lead the Housekeeping Department, ensuring immaculate presentation of guest rooms, outdoor and public areas. This is a diverse and hands-on role, which will see you perform duties of a room attendant (approximately 25% of role) and assist with tasks such as room inspections, rostering, ordering, mini bar and linen. This role is suited to an enthusiastic and motivated individual with high attention to detail and efficient organisational skills. A great opportunity for the right person who takes pride in the look and feel of our property and our guests; with potential career advancement.

Duties and Responsibilities

- Perform room attendant role (25% approx.)
- Drive quality standards of cleaning - all areas and assist in monitoring productivity
- Assist with rosters
- Order stock and linen
- Follow all Loss Prevention procedures
- Assist in conducting performance appraisals
- Ensure compliance with WH&S policies
- Assist with recruitment, on-boarding, training and development
- Aid in team/ department head meetings
- Report all maintenance issues
- Administration tasks

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 and exceptional time management skills
- Ability to establish priorities and organise
- Consistent approach to self-development and the ability to implement continual improvement
- An attitude of professionalism at all times
- A high level of personal presentation
- Punctual and reliable with a shared passion towards our vision and values

This is a full-time role working over a 7-day roster.

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.

Applications to: *(must include a covering letter and a current resume)*

Samantha Ainslie

Manager - Majestic Roof Garden Hotel, Adelaide SA 5000

E: employment@majestichotels.com.au

Applications close: 28 February 2020