



MAJESTIC
ROOF GARDEN
HOTEL



POSITION VACANT

NIGHT HOUSEPERSON - PART TIME

As the part time Night Houseperson you will work independently to ensure that our overnight shift runs smoothly. Working in this environment you will have total responsibility for maintaining the cleanliness of the hotel and all public areas. You will be in control of all porter duties, general guest requests and may assist with front office tasks.

Duties

- Cleaning all areas of the hotel and staff areas. Vacuum, mop and remove rubbish / empty bins
- Refresh and clean restrooms
- Collect used linen
- Wash and dry housekeeping items
- Provide an efficient and timely check in / out service to our customers.
- Porter duties, including valet parking, luggage assistance, wake up calls, and general guest requests
- Assist with administrative tasks as required
- Use initiative to manage and resolve customer and product faults
- Manage incoming calls with a consistent and professional approach
- Receive and conduct reservation enquiries

Skills & Experience

- Effective communication skills incorporating a collaborative approach
- Exceptional time management skills
- Flexibility to work the required shifts
- An attitude of professionalism at all times
- Experience of working in a high pressure environment
- Have previous experience working within the hotel sector
- Competence in Opera or similar PMS systems is preferred

A full Australian driver's licence and the ability to drive a manual car are mandatory.

This is a part-time night shift role working a minimum of 18 hours per week.

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 Now - Applications to: *(must include covering letter & resume)*

Jessica Gregory

Front Office Manager

Majestic Roof Garden Hotel

55 Frome Street, Adelaide

E: employment@majestichotels.com.au

Applications close: 02 July 2017

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.