

HOUSEKEEPING PORTER

JOB OUTLINE

JOB TITLE: Housekeeping Porter

CONTRACT TYPE: 16 contracted hours per week over the 7day week *(Additional hours will be available)*

REPORTING TO: Housekeeping Manager / Supervisors

RESPONSIBLE FOR: Assisting the housekeeping cleaners

We are seeking a housekeeping porter to join our Housekeeping team. You will be responsible for assisting the cleaners to ensure that our guest rooms and store rooms are kept to the highest standards.

MAIN RESPONSIBILITIES:

- Collecting, counting and dispatching dirty linen.
- Unpack clean linen and store it correctly
- Ensure linen is delivered to each floor
- Ensure that the guest rooms and housekeeping store areas are kept clean, tidy and well maintained.
- Assist the rooms cleaners in general housekeeping duties, including moving heavy furniture, setting up extra beds and ensure that supplies are replenished
- Assist in spring cleaning, cleaning difficult to reach places, shampooing carpets and keeping all service areas clear of rubbish
- Provide all necessary equipment and items that are requested by the housekeepers or guest collecting and removing rubbish from rooms and lodges.

The ideal candidate will be an excellent team player, and have excellent communication and guest care skills. You will have pride and attention to detail in your work. Ideally, you will have proven experience within a role within a similar environment.

- Sweeping and mopping floors
- Washing used cutlery, pots, pans and dishes
- Loading and unload dishwasher
- Storing away clean items of cutlery, pots, pans and dishes
- Collecting waste and safe disposal of the same
- Delivering food to and from the staff canteen in addition to cleaning of the staff canteen
- Unloading deliveries of food and other equipment in the kitchen
- Following C.O.S.H.H and H.A.C.C.P procedures as per Company standards
- Ensuring the kitchen areas are clean, organized and tidy at all times
- Cleaning food preparation areas and equipment
- Keeping the storeroom organised
- Keep work surfaces, walls and floors washed, clean and sanitised

ESSENTIAL:

Applicants must be able to work a range of early and late shifts over the 7 day week

INTERESTED IN APPLYING?

Please email your contact details and CV to: hr@loughernerresort.com