

# Royal Palms Hotel



## **LIVE-IN COUPLE HOUSEKEEPER AND MAINTENANCE**

The Royal Palms Hotel is a small boutique hotel that is seeking a hardworking hands-on couple who are willing to commit to the expectations and values of our company. They must be able to anticipate guest needs with a positive attitude.

*The Housekeeper* along with her assistant will be responsible for the running of the housekeeping department ensuring our high standards are always maintained.

The responsibilities of this position include the care of all guest rooms, laundry, public areas, morning breakfast, management of housekeeping staff, and assisting in the office with arrivals, departures, and room reservations. They should be proficient in computers enabling them to do weekly schedules, ordering of supplies, and handle the arrival and departure of our guests. They will be part of a team that ensures each guest need is taken care of. As this position requires close contact with hotel guests a smart appearance and pleasant disposition is expected.

*The Maintenance person* with the assistance of another will be responsible for the care of a property that was built in the late 19<sup>th</sup> century, which includes plumbing, electrical, carpentry, and painting. Their duties will also include care of the swimming pool, assisting with gardening and public areas, and to generally be an all round support person.

*The Maintenance person* will also be responsible for the security of the hotel, ensuring that all security lights and access areas are maintained and secured at all times. As a small hotel it will be necessary to assist the housekeepers from time to time and provide other guest services. They must be physically fit, as they will be required to assist with luggage and other labour intensive duties.

The successful candidates will be expected to work on their own initiative, convey a positive and professional image at all times, have the ability to take on a variety of duties as required, and the ability to understand and carry out directions with minimum supervision.

All applications should be made in writing accompanied by two letters of reference supporting each applicant's ability and experience in the areas set out above.

**Suitable applicants should apply in writing to:**

**The Royal Palms Hotel**

**Attn: The Manager**

**P.O. Box HM 499**

**Hamilton, HMCX**

**Or email: [tzuill@royalpalms.bm](mailto:tzuill@royalpalms.bm)**

**Closing date for applications: August 23, 2013**