

Edgehill Manor Guest House
Requires
**LIVE-IN HOUSEKEEPER/OPERATIONS
MANAGER/COOK**

We require the services of a live in Housekeeper/Operations Manager/ Cook, to carry out all duties relating to the successful running of a very busy Guest House. Applicants must be prepared to work shifts commencing at 7am on alternate days, including weekends and public holidays. This position requires a 40 hour work week.

The applicant must be highly motivated with a positive and friendly attitude, as Edgehill is a very busy Guest House. Duties will include the preparation and serving of breakfast; general housekeeping (to a very high standard) of public areas and guest rooms; laundry; windows & patios; baking; handling guest telephone/email reservations and queries; assisting with guest arrivals and departures; be computer literate, have knowledge of and be able to operate Sabre, Booking.Com & Regis Online Reservation Systems. Be experienced with Microsoft word and Excel Documents. A driver's license is essential.

Only Non-Smokers need apply.

Write with 3 references to:

IACS, P.O.Box 1852, Hamilton HM HX

Closing Date: March 20, 2015