



Job Title: Hands on Housekeeping Manager (Maternity Leave position till August 2018)

**Position Summary** Energetic and experienced Housekeeping Manager

**Position Responsibilities & Valuable Skill Set**

- Staff rosters
- Training Work Scholars
- Adhere to all Health & Safety standards
- Organization and maintenance of inventory/stock
- Knowledge and understanding of effective cleaning methods and techniques using eco friendly products
- Attention to detail and high standards of cleanliness to maximize guest satisfaction
- Preferred experience in a commercial laundry facility
- All management and administration tasks associated with Housekeeping.
- Adapt to “less prestigious” work and stay present & focused
- Daily housekeeping of guests rooms, all guest facilities and staff areas including spa building
- Managing and working in the Aro Ha laundry
- Guests laundry as required
- Ordering supplies as required
- Ability to consistently motivate and uplift those around you.

All staff at Aro Ha will be required to be flexible and willing to help out and work in other areas such when demand requires

Minimum current 2 years experience in a housekeeping role

Good communication and time management skills

**Physical Requirements** While performing the duties of this job: the employee must be able to work in a physically demanding environment; maneuver on uneven ground; stand for long periods of time; regularly lift and carry bags and bundles of linen, reconfigure guest rooms, lift, bend, carry, load and unload laundry in and out of commercial washing equipment.

**You must be legally able to work in New Zealand** To apply, please submit:

- Cover letter
- Current Resume with references
- Passport size photo & copy of driver’s license or passport showing valid work permit if required

Send application to: [office@aro-ha.com](mailto:office@aro-ha.com)

Applications close 15 May 2017, position commences early July 2017.