



Job Title	Housekeeping GSE x3
Location	aha Kopanong Hotel and Conference Centre, Benoni
Objective	The GSE is responsible for overall consistent cleanliness, maintain quality standards of cleaning in all their designated areas of responsibility and any other areas as directed by the Housekeeping Supervisor, Head Housekeeper or General Manager, as well as safeguarding all guest and Hotel property.
Key Areas	<ul style="list-style-type: none"> • Ensure that the correct operating procedures are followed for all cleaning materials, operating equipment and guest amenities, in line with company policy and / or as per direction of the Housekeeping Supervisor, Head Housekeeper, Financial Manager or General Manager. • Ensure that any loss or damage of stock or amenities in their area of responsibility is immediately reported to the Housekeeping Supervisor or Head Housekeeper. • Adhere to their allocated daily duties. • Required to use all equipment in a responsible manner. • To be aware of when peak electricity demand periods are, and to try and minimize usage of equipment during these periods. • Ensure that all windows and doors are properly locked and that all lights are switched off in all areas of responsibility. • Ensure that due care is taken with any and all keys that are entrusted to him / her during the performance of their duties and that these keys are returned at the end of their shift, in line with company operating procedures. • Will adhere to all HACCAP principles and local legislation governing the Health and Hygiene standards of their area of responsibility. • Ensure that their areas of responsibility are maintained in accordance to the agreed hotel standards, as outlined by the General Manager, and the timeous turnaround of guest rooms as per the company standards. • Will clean all areas in the Hotel rooms, including bedrooms, bathrooms, kitchen, lounge areas, patio areas as well as all windows, walls, furnishings and fittings. • Ensure that all curtains are properly hooked onto the curtain runners and are free from marks or stains. • Ensure that any and all mold in his / her areas of responsibility is attended to and removed immediately.



	<ul style="list-style-type: none"> • Ensure that all areas of responsibility are swept, mopped or vacuumed. • Will change all linen and towels in line with the operating procedure of the company. • Ensure that all guest amenities in their areas of responsibility are maintained in line with the operating procedure of the company. • Report any maintenance problems or damage in their areas of responsibility to the Maintenance Manager or Maintenance Supervisor as well as to the Housekeeping Supervisor or Head Housekeeper. • Will spring clean / deep clean his / her areas of responsibility when instructed to do so by the Housekeeping Supervisor, Head Housekeeper or General Manager. • Ensure that he / she communicates with guests and provides feedback to his /her Housekeeping Supervisor or Head Housekeeper.
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MINIMUM REQUIREMENTS	COMPETENCIES
<ul style="list-style-type: none"> • Grade 12 or equivalent • Fluent in English • Previous housekeeping experience would be beneficial • Hospitality qualification would be advantageous • Prepared to work nights, weekends and public holidays 	<ul style="list-style-type: none"> • Customer Focus • Interpersonal skills • Communicates Clearly via telephone and Email • Strong teamwork skills • Attention to detail • Time management skills • Ability to work under pressure • Learning orientation

Please take note of the following before applying:

- Do not send your CV / apply if you do not meet the minimum requirements
- Transferring will have to be negotiated with your current manager
- Only candidates that meet the above requirements will be contacted Should you not be contacted by HR within 1 week after the closing date, please consider your application unsuccessful.
- Preference will be given to individuals that meet the Company's EE targets as set out in our employment equity plan

Please send your updated CV to MillerK@aha.co.za on or before the **30th January 2025**.