



THE ROYAL PORTFOLIO

At The Royal Portfolio we are passionate about our guest experience. In order to achieve our Purpose we seek to employ exceptional individuals whose personalities reflect our Purpose & Values.

PURPOSE & VALUES

To give our guests a complete experience & a perfect stay

GUESTS

- To be welcoming, genuine & warm
- To provide value & superior, personalized service
- To create an environment of relaxation & enjoyment

STAFF

- To have a culture of mutual respect, trust & integrity
- To recognize, reward & uplift
- To have passionate & expert staff

COMPANY

- To be financially sustainable
- To uplift local communities
- To promote conservation & protect the environment

ABOUT THE ROYAL PORTFOLIO

The Royal Portfolio is a collection of luxury hotels in iconic South African destinations including Royal Malewane in the Greater Kruger National Park, Birkenhead House in the whale watching paradise of Hermanus, La Residence in Franschhoek and The Silo Hotel in a converted grain silo in Cape Town's V&A Waterfront.

HOUSEKEEPING MANAGER BIRKENHEAD HOUSE | HERMANUS



SCOPE & GENERAL PURPOSE

To manage and control the daily operations of the housekeeping department. To ensure that the housekeeping standards of The Royal Portfolio are met.

MAIN DUTIES & RESPONSIBILITIES

- Recite, understand, apply and live the Purpose and Values.
- Manage a group of 10 or more housekeeping staff members.
- Housekeeping staff - coordination of staff, taking rostering, discipline, performance evaluations, training & hiring staff.
- Develop and implement housekeeping Standard Operating Procedures., stock ordering, implementing controls, and monthly financial reports.
- Purchasing - linen, cleaning supplies, equipment, amenities, maintaining furniture etc.
- Building relationships with suppliers.
- Preparing and monitoring monthly/quarterly/annual housekeeping budgets.
- Motivation of staff and building a positive staff morale within the boundaries of our staff values.
- Schedule and allocate staff duties.
- Coordinate all necessary procedures with various departments.



THE ROYAL PORTFOLIO

It is important that the candidate is able to work as part of a team and is a good cultural fit for The Royal Portfolio.

South African citizenship is advantageous. A valid work permit is essential if you are not in possession of a South African ID document.

CONNECT



To apply for this position please send your CV and a one page covering letter to:
careers@theroyalportfolio.com

HOUSEKEEPING MANAGER BIRKENHEAD HOUSE | HERMANUS

REQUIREMENTS & QUALIFICATIONS

- Must have at least 2 years' experience in a 5* Hotel environment.
- Must have at least 1 year Housekeeping Management experience.
- The ability to take the initiative and be a leader.
- Previous experience, understanding of operational systems and computer literacy.
- Ability to multitask with excellent time-management.
- Proven job reliability, diligence, dedication and attention to detail.
- Degree or diploma in hospitality will be an advantage.
- Must be flexible and willing to work shifts.

The ideal candidate for the housekeeper position is one who can be dedicated, a leader and a team player.

WWW.THEROYALPORTFOLIO.COM