



POSITION TITLE	Lodge Assistant
OBJECTIVE OF POSITION	<p>To ensure guest bedrooms and facilities are kept clean in an efficient manner</p> <p>To welcome guests on arrival</p> <p>To assist with breakfast and dinner service</p> <p>To assist with administrative tasks</p>
REPORT TO	Owner/Manager
RESPONSIBLE FOR	None
RELATIONSHIP WITH	Owner/Manager, Staff, Customers
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Check, clean and re-stock rooms daily as per the room cleaning checklist • Prioritise room cleaning as per booking schedule • Wash, dry and fold bathrobes • Wash, dry and iron place mats and cloth napkins • Ensure monthly cleaning schedule is completed • Ensure windows and doors are cleaned as required throughout the building • Ensure concrete courtyards are swept as required • Ensure toilet block is cleaned daily • Lounge carpet vacuumed and tiles mopped daily • Ensure the maintenance department are informed of any defects • Ensure all documents are sent to appropriate person for processing • Abide by all Health, Safety, Security and Environmental Policies • Treat all guests and staff with courtesy and respect • Welcoming and hosting guests • Setting the dining room for meal service • Assisting with breakfast preparation and service • Assisting with dinner preparation and service • Assist with guest check ins and check outs • Cleaning lounge and kitchen after meals • Assisting with administrative tasks such as processing bookings and invoicing • Washing and ironing laundry

	<ul style="list-style-type: none"> • Other duties could include: <ul style="list-style-type: none"> • Cleaning solar panels • Cleaning the outside of the building • Washing and drying dishes • Cleaning the kitchen • Cleaning the manager's residence • Gardening • Cleaning other areas as required • Small maintenance duties • Cleaning lodge vehicles • Any other duties as reasonably required
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • None required. Previous experience preferred.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Great interpersonal skills • Proactive • Meticulous work practices • Good personal hygiene • Able to work as part of a team • Honest and reliable • Excellent customer service • Great administrative skills • Drivers licence