



## **PUBLIC AREA AND ROOM ATTENDANT: ALL AFRICA HOUSE**

(Payclass 02)

### **Commercial Development (Hospitality) Properties and Services Department**

The Commercial Development department, a division of the Properties and Services at UCT, invites applications from suitably qualified and experienced candidates for this permanent room attendants.

The main purpose of this position is to maintain hygiene within commercial development and provide housekeeping services.

#### **Minimum requirements:**

- NQF Level 2 (Grade 10)
- 1 year verifiable housekeeping experience in the hotel industry.
- Basic literacy and numeracy.
- Ability to communicate effectively with guests and to clearly understand requests from guests.
- Strong ability to use cleaning supplies, vacuum, safety equipment and other equipment and materials used in carrying out housekeeping functions.
- Attention to detail.
- Basic knowledge of health and safety.
- Ability to work in a team setting.

#### **The following will be advantageous:**

- Experience working previously in a graded (\*) hotel.

#### **Responsibilities include but are not limited to:**

- Ensure high quality cleaning service at public areas of accommodation facilities.
- Service guest bedrooms to the required standard.
- Make beds professionally following standard procedure.
- Restock/replenish items in rooms and bathrooms for guest use that run out of stock or need replacement.
- Report maintenance related matters to the Housekeeper and Management for appropriate action.
- Perform regular deep cleaning of all areas of the accommodation facility as requested.
- In the absence of the Housekeeper the incumbent may be required to carry out laundry functions.
- Report all Health and Safety risks & violations to the Housekeeper and Management.
- Act as a Fire marshal.
- Report all guests lost & found items as per Standard Operating Procedures.
- Complete all reports according to the required standards.
- Assist Housekeeping and Management with daily, weekly and monthly stock taking.
- Actively assist with university sustainability initiatives.

The annual remuneration package, including benefits, is between R165 053,00 and R194 180,00.

**To apply**, please e-mail the below documents in a **single pdf file** to [recruitmentcpt@sdrecruit.co.za](mailto:recruitmentcpt@sdrecruit.co.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Cover letter, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Due to the nature of the operation, it is mandatory for successful candidates to work shifts, weekends and on public holidays.

Possess physical fitness and agility to navigate the workplace efficiently. Must pass a physical fitness assessment.

Only shortlisted candidates will be contacted and will be required to undergo an assessment.

**Telephone:** 021 650 1076

**Website:** [stayandconnect.uct.ac.za](http://stayandconnect.uct.ac.za)

**Reference number:** E241121

**Closing date:** 02 December 2024

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)."*

UCT reserves the right not to appoint.