**Houskeeper**

**Knappogue Castle**

**Permanent Position**

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| **Role Purpose:** |
| We are seeking a Housekeeper to provide professional and dedicated housekeeping duties at a 5-star apartment, Knappogue Castle, Co. Clare, to manage, create schedules and assign tasks to household staff, ensuring the smooth running of this luxurious apartment.The ideal candidate will demonstrate strong leadership skills steering their team in always providing excellent customer service.This role reports directly to the Director of Operations |
| **The Role:** |
| * Performing all cleaning duties
* Ensuring all rooms are cared for and inspected according to standards.
* Consistently offering professional, friendly, and engaging service to guests
* Ensuring all housekeeping standards are followed.
* Respond to guests’ special requests.
* Maintain a supply inventory.
* Follow all safety and sanitation requirements.
* Notifying Managers on any damages or deficits in a timely manner
* Ensuring stock levels are adequate.
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| **Essential Requirements:** |
| * Proven experience as a cleaner or housekeeper
* Ability to work with little supervision and maintain a high level of performance.
* Customer oriented and friendly
* Ability to work quickly without compromising quality.
* Excellent communication and organisational skills
* Flexible weekend and nighttime availability

The ideal candidate will hold evidence of a previous experience in a similar role within hospitality Remuneration will be discussed with candidates on an individual basis, applications in the form of a current CV should be sent to hr@shannonheritage.com to arrive no later than …………….., **PLEASE NOTE:** *from time to time the Company may ask you to do other reasonable tasks not stated within this job description but commensurate with the position. The Company also reserves the right to review and update this job description to reflect the changing needs of the job. However, any significant changes will be discussed in consultation with you*. *Shannon Heritage DAC is fully aware of GDPR requirements and all related recruitment data is managed in compliance with the relevant regulations. For successful candidates, their application and any related paperwork will be retained in the personnel file for the duration of their employment and as necessary for a period thereafter. For unsuccessful candidates, applications and correspondence shall be retained for a period of 12 months. Where any data is retained, this will be managed by HR. All data will be treated in confidence and all appropriate security measures will be applied.* |