



Opportunities in our housekeeping and facilities team at Orocco Pier, South Queensferry.

Orocco Pier is a privately-owned, award-winning operation consisting of a boutique hotel, seafood bar and grill, café-bar and events venue. Established in 2001, we have built a reputation for friendly but professional service and a quality product. We work hard to achieve this and focus on developing and driving our team to meet the highest standards possible.

We are looking for some new employees to join our friendly and professional housekeeping team. We have roles for different levels of experience and availability plus we can always be flexible if you are looking for something quite specific to fit in with another job or childcare.

**Housekeeper – Fully time 30-35 hours**, we are looking for someone with previous housekeeping experience. There will be weekend shifts and a mixture of early morning starts and slightly later starts but all shifts finish by 4pm at the latest. Candidates need to be able to work efficiently and have an excellent eye for cleanliness and detail.

**Trainee Housekeeper – 16 hours**, weekend shifts and a mixture of early morning starts and slightly later starts but all shifts finish by 4pm at the latest. Candidates need to be able to work efficiently and have an excellent eye for cleanliness and detail. Applicants need to be able to work at a good pace and pick up instructions quickly.

**Cleaner – 16 hours**, this is a very flexible role for someone looking to some part time hours early mornings, 5 out of 7 days. It will involve the cleaning of public areas and set up of events. Extra hours may also be available assisting housekeeping.

Pay All roles will be paid at minimum wage or relevant to experience and we have a generous tips system which all staff are entitled to.

Development Training and development is a big part of our ethos so we are keen to train our housekeeping team in other areas of the operation if they wish.

### **Housekeeping Supervisor**

Orocco Pier is an established 17 bedroom boutique hotel, café bar, restaurant and events venue with stunning views over the forth estuary.

We are passionate about delivering a high-quality product and service right throughout the operation. We have maintained a high level of business since reopening therefore we currently would like to expand our housekeeping team

What do I need...

- Experience of working in a senior housekeeping position
- Outgoing and friendly personality
- Enthusiastic, quick thinking and can-do attitude.

- Flexible availability, weekends are a very busy time for our operation.
- Being able to work proactively to ensure rooms are ready for guests' arrival

What will I be doing...

On a daily basis:

- Ensure that cleaning of public areas is completed to the required standard
- Check all departing rooms for cleaning, servicing and maintenance needs
- Dispense laundry and fresh items for the rooms
- Liaise with reception regarding specific requirements for each room checking in
- Organise housekeepers with their tasks for the day
- Assist housekeepers where needed to complete their tasks
- Assist receptionists with room checks
- Make sure stock is controlled and kept tidy
- Make sure laundry is controlled and stored correctly
- Ensure all health and safety procedures are followed in their department

On a weekly basis:

- Compile housekeeping rotas and ascertain any recruitment and training needs
- Assist with housekeeping stock checks and ordering
- Compile daily/weekly/monthly deep cleaning jobs
- Ensure laundry stock checks are completed
- Plan ahead

This position will involve:

- ensuring the team deliver and maintain the highest standards of housekeeping and room preparation throughout the hotel
- Working as part of a team and individually
- Working efficiently, communicating with both the housekeeping team, reception and management
- Sometimes being available from 7am

What we offer:

- A professional working environment and working with a management team who really care about their staff and customers
- Hours that are realistic with your availability
- A competitive rate of pay (£12 per hour) plus inclusion into our service charge TRONC system which will give you an additional income each month

Please send your CV to: [eleanor@renaissance-ecosse.co.uk](mailto:eleanor@renaissance-ecosse.co.uk)