

# MICHELANGELO HOTEL

## VACANCY

*This vacancy will be filled taking into consideration the Legacy Hotel Employment Equity policy*

**POSITION:** LAUNDRY SUPERVISOR

**Main Purpose:**

Reporting to the Laundry Manager, the incumbent will be responsible for assisting the Laundry Manager with the management of the Laundry and Dry Cleaning function. The incumbent will be accountable for setting a 5 star plus standard of excellence in all areas within the scope of the function.

**Qualifications:**

- Minimum Grade 12 (Matric).
- Degree / Diploma in Laundry management and advantage.

**Requirements:**

- Excellent computer knowledge of Excel, MS Word and Opera Fidelio.
- Good administrative skills.
- Proficient in written and verbal communication.
- Experience in stock control and knowledge of all operating equipment including the ordering, receiving, storage and distribution thereof.
- Dedication and commitment to the job.
- Guest relations skills imperative.
- Superior staff management skills.
- Must be able to perform under pressure.
- A minimum of 3 to 4 years experience in similar position.
- Must be able to work shifts.

**Key Areas of Responsibility:**

- Managing of all aspects relating to the laundry and dry cleaning operations on a daily basis.
- Ensure cleanliness and functionality of all laundry, dry cleaning and common areas within the laundry areas.
- Manage contracts within the scope of the contact.
- Keeping and updating of all records pertaining to the successful running of all areas.

**Reporting to:**

- Laundry Manager

**Date required:**

- ASAP

**Application:**

- Applications to be addressed to the Executive Housekeeper, Ms Patricia ter Beest, Michelangelo Hotel, Sandton by no later than **17h00 on Friday 05<sup>th</sup> March 2010**. Your application to be accompanied by a resume or C.V. You can also send your application via e-mail to [ptbeest@legacyhotels.co.za](mailto:ptbeest@legacyhotels.co.za).
- Your application to be submitted with the knowledge of your Head of Department.