

Assistant Manager – Guest House near Stellenbosch - Live in Position

We are a 15 bedroomed Guest House situated on a working farm 20 minutes from Stellenbosch. As we are a small team, the candidate will be responsible for all aspect of the guest house in the absence of the Lodge Manager. This is very much a hands on position, and we are looking for a mature candidate that has experience in the industry, thinks on their feet, enjoys a farm environment and loves dogs!

Minimum Requirements:

- Min 2 years' experience in the hospitality industry
- Tertiary Hospitality / Tourism Diploma or qualification preferred
- Experience with F&B, conference and weddings advantageous.
- Own transportation preferable
- Can Do Attitude towards guests and team
- Able to think on your feet and out the box
- Exceptional guest interaction ability
- Knowledge of Winelands Area advantageous
- Computer literate (MS Office essential, Semper advantageous) with good communication skills (written and verbal)

Duties and requirements would include:

- Daily Duties such as:
 - Checking in and out of guests
 - Assisting with food and beverage service
 - Reservations and email correspondence
- Promote 100% guest satisfaction throughout property. Instil the 100% guest satisfaction objective to employees and casual staff.
- Ensure that all guest related issues are resolved in a manner consistent with the company's goals and objectives.
- Foster a culture of respect, co-operation and comradery with all staff to create a happy working environment for all employees.
- Motivate and give direction to all employees.
- Inspect and document repairs and cleanliness of property to ensure optimum upkeep and repair, room cleanliness and overall property appearance.
- Participate in and monitor monthly inventory of supplies and equipment, this would include weekly stock takes and daily stock checks.
- Ensure purchases made are within budget and by approved vendors.

On site Accommodation:

Salary R8000.00 with shared staff accommodation (partially furnished), R10 000.00 without accommodation. Live in position preferred

Please forward your CV, recent photo and contactable references by responding to this add.