

## JOB VACANCY

### HEAD OF HOUSEKEEPING-PUBLIC AREA

- Company: Safari Valley Eco Resort
- Business Unit : Resort
- Town/City : Adukrom, Okere District
- Contract type: Fixed Term
- Job type: Full Time
- Function: Housekeeping
- Reference No.: HSK-001-24
- Remote Eligible: Onsite
- Date of publication: 2024.06.04

#### ABOUT SAFARI VALLEY ECO RESORT:

Safari Valley Eco Resort is the first luxury eco park resort located on a 250 acre land in the heart of the lush, tropical valley of the Okere district in the Eastern region of Ghana, surrounded by incredible natural beauty of exotic wildlife, exquisite flora and fauna, and an unspoiled beauty of nature. Safari Valley Eco Resort employs over 500 direct workers and we are an affirmative action, equal opportunity employer, where all qualified applicants receive equal consideration for employment without regard to race, color, religion, sex, disability, or any other protected class.

#### ROLE SUMMARY:

The Head of Public Area Housekeeping is responsible for running the day to day operations of the Public Areas cleaning function and also to deliver an excellent experience to our guest while managing stock ordering and supplies. You will lead the team of public area attendants and will ensure the provision of excellent customer service. Additional responsibilities include, training, performance evaluations, scheduling and supervising the personnel within the department.

#### DUTIES & RESPONSIBILITIES:

- Developing systems and technical advancement in the field of cleaning operations.
- Maintenance and upkeep of all resort structures, equipment and related facilities.



+233 59 691 4394  
+233 59 691 4393



safarivalleyresort.com  
info@safarivalleyresort.com



32B Senchi Street  
Airport Res. Area - Accra



safarivalley

- Coordinating with the Maintenance Department regarding all routine maintenance of the Public Areas facilities & equipment for purposes of cleaning.
- Ensures all employees are in proper uniform and are properly groomed
- Develop creative methods for increasing the department's efficiency.
- Coordinate with the maintenance team on outstanding repairs for all public area facilities and structures.
- Make reports and recommendations on all public area cleaning ops as required.
- Ensures employees are working in a safe environment.
- Compile the staff duty roster in accordance with job requirements.
- Organizing operational improvement trainings for the staff.
- Undertake other duties and services as may be assigned by the Accommodation & Facilities Manager.
- Conduct weekly departmental meetings with the Team.

## **QUALIFICATION**

1. HND Hospitality Management or a related field.
2. Previous experience in a similar role, preferably in the hospitality industry.
3. Strong knowledge of good housekeeping best practices.
4. Experience in team management.
5. Excellent communication and interpersonal skills.
6. Attention to detail and ability to work independently.
7. Ability to multitask and prioritize tasks effectively.
8. Computer literacy in Word, Excel and PowerPoint
9. Willing to work on a shift system and holidays as may be required.

## **APPLICATION INSTRUCTIONS:**

All interested applicants should send their CV, certificates and cover letter to the address below:

**The HR Manager**

**Safari Valley Eco Resort**

**Adukrom, Okere District**

**Email Address:** [safarivalleyhr@gmail.com](mailto:safarivalleyhr@gmail.com)

**NB:** Use *“Housekeeping Head of Public Area”* in the Subject Line when applying via email.

Deadline for Submission: **13<sup>th</sup> June, 2024.**