



HOTAZEL RECREATION

VACANCY

Introduction

Hotazel Recreation Club is currently looking for an Event Planner/ Overseer of Guest House with relevant academic/professional qualifications and experience in the hospitality industry to join its ranks. The Recreation Club is a section 21 company established under the SA companies' act of 2008. This will be a temp. position renewable every year.

Minimum Requirements

- Matric, code 8 Driver's Licence, qualifications in the Hospitality industry & at least 2 years working experience- Knowledge of Quadrem and GAAP is an added advantage.

Job Specification

Note: Has to have flexible hours: Works overtime, over-weekends and public holidays

- Supervise support staff, such as cooks and housekeepers, and direct their daily duties
- Ensure safety, health, environment & security requirements/statutes are adhered to in areas of responsibility
- Attend to all the needs of guests at the Main Guest House and clients in the Coffee Shop
- Maintain records of incoming and outgoing guests & double-checking guest house maintenance work
- Handle overtime food requests for the Mine
- Produce high quality reports
- Responsible for supervising clean-ups

Skills

- Knowledge of the use of equipment such as sound systems and video screens
- Knowledge of diets and menus to meet medical, ethnic and personal needs of clients
- Familiar with hygiene aspects in preparing food
- Excellent communication skills, be well organized and be able to juggle multiple responsibilities
- A team member with strong negotiation skills & equipped to take initiative
- Problem-solving skills & proper phone etiquette
- Strong personality and be able to handle stress/conflict at all levels in a calm way
- Attention to detail, honesty, sincere, smart, sober minded, self-control & takes their work seriously

General Information

Closing date for applications: **31 January 2018**

Only shortlisted candidates will be contacted for an interview

If you do not get any feedback within 20 days after the 31st please consider your application as unsuccessful.

Application letters can be handed in at the Rec Club

For any further enquires contact the Rec Club on 053 742 2167