

Job Title: Housekeeping Porter
Pay: Competitive rate of pay
Hours: 5 days a week, and will involve weekends, hours between 8am-4pm

Sketchley Grange Hotel is a 4 star country house Spa hotel situated in the heart of Leicestershire with 102 bedrooms, banqueting for 350 and our Garden Bar & Restaurant accommodates 120 covers. The hotel turns over £1 million in food revenue a year.

Key responsibilities of the role include:

- Control the distribution of linen to and from all floors, restaurant, ensuring that the departmental areas are well stocked and clean at all times
- Maintain the cleanliness of corridors and staircases
- Oversee and manage all aspects of linen requirements within the hotel including storage, deliveries and returns for the entire hotel
- Handle guests' enquiries showing hospitality at all times by greeting every guest with the right time of the day when walking through the corridors of the hotel
- To ensure all public areas are cleaned to the company standards as per the SOP manual
- To keep all housekeeping cupboards and trolleys clean and tidy at all times
- To assist with any other area of the business and to help carry out additional duties when required
- To perform related duties and special projects as assigned

The ideal candidate:

- Excellent 'people skills'
- Passionate about customer service
- High standards and quality driven
- Good organisational skills
- A 'can do' attitude
- Experience preferred, but not essential as full training will be given

Would suit college students who are looking for employment to work in the holidays and around their studies

Due to the expected high volume of applicants we regret that we cannot provide individual feedback to each applicant and that only short-listed candidates will be contacted directly.

To apply, please send your CVs to housekeeping@sketchleygrangehotel.co.uk or hr@sketchleygrangehotel.co.uk