



Goedgedacht

Where rural children come first

VACANCY: HOSPITALITY AND FRONT OF HOUSE ASSISTANT

The Goedgedacht Trust is a rural charitable Trust, situated on a farm 90km north of Cape Town and is looking for a dedicated and hardworking Hospitality & Front of House Assistant to join our team.

This is a great opportunity for a customer focused individual to join a passionate small team for **3 days a week, working currently only over weekends**. The Hospitality & Front of House Assistant will be responsible for the quality of guest experience including guest check-in/out, reservations, event setup and admin as well as ensuring our guests experience high quality service.

MINIMUM REQUIREMENTS:

- 3 to 5 years' experience in a similar position within the hospitality or tourism industry
- High School Diploma
- Qualification in hospitality/ tourism is advantageous
- High Level of computer literacy with emphasis on Nightsbridge & Microsoft Office
- Excellent communication, time management and organization skills
- Ability to work in a team
- Energetic and enthusiasm
- Fluent in both Afrikaans and English
- Well-developed Administration and analytical skills & attention to detail
- Discretion and integrity, as this role is in a position of trust and honesty and entails the handling of cash or finance
- Physically able to move around on rough farm terrain

JOB FUNCTIONS AND DUTIES INCLUDE, BUT IS NOT LIMITED TO:

- Assist in planning, organizing, directing, and overseeing the daily operations of the front office.
- Assist with managing and updating all internal & external reservations for accommodation and events (if required)
- Manage guest arrivals and departures on a daily basis, using both manual and computerized methods
- Courteously answer inquiries and accept reservations
- Responsible for handling regular payments by guest using accurate and proper cash handling procedures
- Prepare functions sheets for events, conferences, etc
- Assist with the set-up of venues for various functions when needed.
- Conduct site visits with guests for events, conferences or accommodation.
- Manage the Olive Shop over weekends

***Please note that weekend accommodation will be provided for this position*

Email your CV to hrofficer@goedgedacht.org with reference HOSPITALITY & FRONT OF HOUSE ASSISTANT

Please indicate your salary expectation when applying

CLOSING DATE: 16 April 2021

Should you not hear from us within 2 weeks after applying, please consider your application unsuccessful