

Job Description for Summer 2018/19 Work on Rotoroa Island.

Hospitality/Versatile

Hours of Work

80 hours per fortnight. Generally, 8.00 am – 4.30 pm, depending on ferry timetables but flexibility is required and will be agreed during development of each fortnightly rosters

Job Description

The position reports to the Rotoroa Island Manager and is made up from two core roles. The primary responsibility is the servicing and preparation of holiday accommodation with the balance of the work as described under the Versatile role description below.

Primary role: Holiday home servicing/Hospitality:

It is essential that you are clear about the main part of the roles which are house-keeping, cleaning and working with visitors. It is physically demanding work.

- Servicing of holiday houses: cleaning, bedmaking, exterior cleaning, restocking and grounds maintenance
- Guest transfers between wharf and accommodation
- Laundry duties
- Ferry arrival and departure duties:
 - Wharf safety
 - Assisting with biosecurity checks
 - Delivery of arrival brief.
 - Ferry departure duties
- Other general tasks as needed

Secondary role: Versatile

This work will be undertaken only once the daily requirements of the primary role have been met and may include but not be limited to:

- Cleaning of public facilities including remote toilets and barbeques
- Beach Patrols - this involves walking beaches and liaison with the boating community in support of biosecurity/pest free status
- Assist with corporate, public day events and volunteer day groups
- General grounds maintenance around staff housing and facility buildings.
- Leading guided nature walks as required
- Vegetation clearance along walking tracks and roads
- Plant and animal pest checks over entire island

Key attributes:

- Proven work experience in similar roles working indoors and outdoors
- Professional, friendly, flexible, can do and enthusiastic attitude
- Ability to take instructions, work independently and to a consistently high standard
- Current 1st Aid certificate and full NZ driver's licence
- Fluency in English – reading and spoken