



Applications are invited from qualified persons for the below vacant position.

I. Hotel Maintenance Technician

Sandalwood Hotel & Resort is looking for a Hotel Maintenance Technician, below are the Requirements.

Job Description

- i. Give responses to all visitors in an effective and prompt manner.
- ii. Give responses to duties involving the groundskeeper.
- iii. Keep all mechanical areas in a neat and orderly condition.
- iv. Carry out inspection on public areas on a daily basis in case of problems arising unexpectedly.
- v. Offer maintenance and repairs to public areas, guestrooms and administrators office buildings.
- vi. Carry out consistent preventive maintenance programs on rooms and regularly updates records on files.
- vii. Guarantee that projects are all promptly accomplished and in line with appropriate specifications.
- viii. Work together with the front office manager and housekeeper, and connects with the manager to discuss any aspect of operations which will involve the maintenance department.
- ix. Carry out assessment of requirements for completion of reports, or work orders to the management as stated by standard procedures.
- x. Engage in flexible work schedules to be able to perform well during emergencies.
- xi. Assist in remodeling and construction of new projects as may be required.

Requirements

- i. A General Education Degree or Diploma in mechanical, plumbing, architectural or electronics fields with two to five years practical and theoretical experience in maintenance.
- ii. Exhibit advanced dexterity in understanding of all computer and engineering programs related to energy management and preventative maintenance; and devices that are connected with such programs.
- iii. Pleasant demeanor with ability to smile.
- iv. Ability to handle internal and external clients with high degree of tolerance, diplomacy, and tact.
- v. Ability to kneel, bend, carry, walk, stoop, climb, and lift items, in addition to possessing manual skills.
- vi. Commendable ability to manage stressful working situations.

PREREQUISITES:

A positive attitude and excellent communication skills. Experience of motivating and leading a winning team. Ability to remain calm whilst under pressure.

II. POSITION TITLE: Gardner

Responsible for the general maintenance of the gardens, plants and lawns at the Hotel. And also maintain the beautification of the lawns and gardens in order to attract guests to hotels lush and green surroundings.

DUTIES AND RESPONSIBILITIES:

- i. Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planting.
- ii. The use and maintenance of hand tools and basic light machinery.
- iii. The use of cylinder and rotary mowers, strimmers, leaf blowers.
- iv. Adjustments of mower height and quality of cut, etc.
- v. Oil level checks and check for damage to any mower.
- vi. Report equipment malfunctions to engineering as and when noticed.
- vii. To be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health & Safety at Work legislation.
- viii. To ensure all equipment, machinery are stored securely and clean after use.
- ix. Plant and transplant flowers, shrubs, trees and lawns.
- x. Maintain gardens by naturally fertilising, trimming and making sure that plants are receiving adequate water.
- xi. Prune trees and hedges in ways that help the plants' health, are safe and look good.
- xii. Maintain lawn and grass areas using machinery, natural fertilisers but no chemicals.
- xiii. To keep the gardens, thoroughfares and footpaths clear and free from litter at all times.
- xiv. Planting (purchasing, organizing etc.)
- xv. Pruning and cutting hedges.
- xvi. Outside maintenance including pathways, pond, steps, walls etc.
- xvii. Tidying up and cleaning outside of the hotel building.
- xviii. Keep the tool shed / store room clean and tidy.
- xix. Good knowledge of plants, must be organized and able to follow schedule.

PREREQUISITES:

Self-motivated, Enthusiastic, Fit and capable of heavy work. Able to work in all weather conditions and able to use machinery, lawn mower, trimmers, brush cutter, hedge cutters, chainsaw etc.

EDUCATION:

High school or equivalent diploma, Good communication skill with other staff and colleagues.

EXPERIENCE:

Previous experience in similar role. And sound knowledge and use of horticultural machinery is an added advantage.

Send your cvs to: careers@sandalwood.co.ke