

Welcomer

A Welcomer greets all guests who arrive or leave the hotel, opens doors for the guests and assists them with any questions they may have.

This is a physically active job.

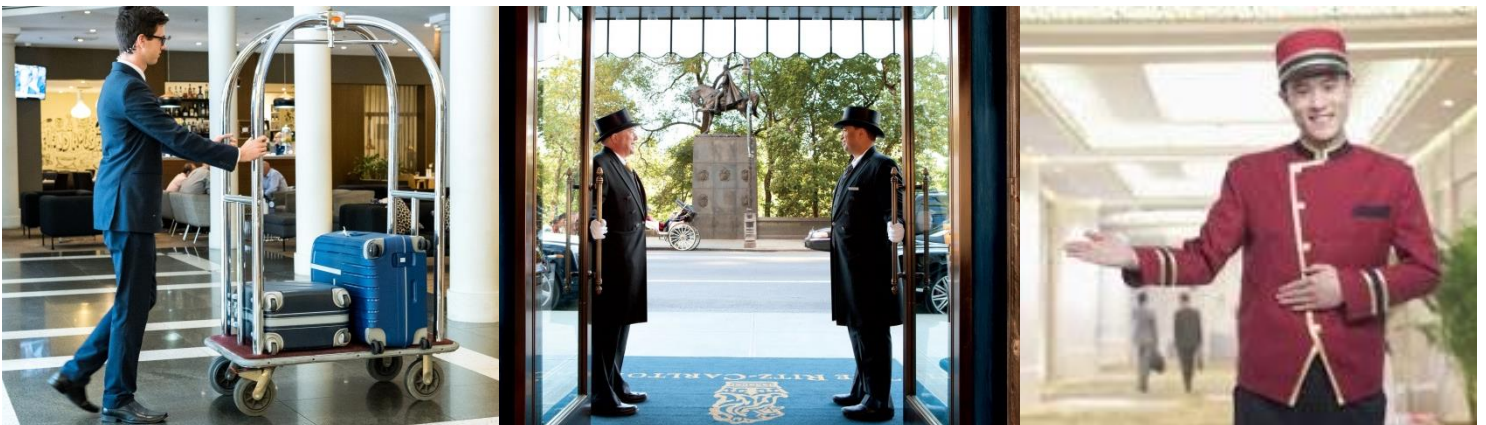
You will work 2 days per week for 4 hours each day, on any day between Monday and Friday.

Your boss will be the Front Office Manager.



Things you will do in the job.

- Greet all guests as they arrive and leave the hotel
- Carry guests bags
- Escort guests to their rooms or the conference rooms
- Cleaning of the glass doors of the hotel



What you must be able to do

These are the things that you must be able to do in the job.

- Work with a support person
 - Travel to work, either independently, or with your support person if required.
 - Do your job under the guidance of a support person.
 - Do your job without being reminded.
- Speak up
 - Ask for help if you need it.
 - Tell people your ideas and make suggestions.
 - Ask questions.
- Work with others
 - Work well with many different people.
 - Work with your support person to set tasks for the day.
 - Be respectful to others.

How to apply for the job

If you would like to apply for the Housekeeping Associate job, this is what you must do.

Send your:

1. Resume
2. Your answers to the questions listed on the following page by email to:
alana.penny@accor.com

A resume says what you have done and what you are good at.

This could include:

- Other jobs you have done
- Volunteer work
- Your skills
- School and education
- Your interests and hobbies
- Your special achievements



Your resume must include the name and phone number of 2 referees.

Referees are people who know you and can talk about the things you are good at and how you work with other people.



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Please answer these questions

What is your name?

Where do you live?

How can we contact you by phone?

What jobs have you had?



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What education or training have you had?

What are you good at?

What are you interested in?

Interview

You might be contacted for an interview.

If you get an interview we will ask things like:

- Why do you want to work in a hotel?
- Why do you want to work for Novotel Sydney Central?
- What things are you good at?



You can bring someone to the interview to support you.

Questions

If you have any questions you can contact Alana Penny on

- 02 9218 2840
- alana.penny@accor.com