

## **Upholster/Houseman**

We are looking to recruit a Upholster/Houseman to be based in Kadavu. The successful candidate will be required to maintain the cleanliness of all villas/residences & public areas upholstery to the required standard for the interior/exterior and assist with Houseman duties when needed. Promote a positive image of the resort to guests and must be pleasant, honest and friendly to be able to address requests and problems.

### **Duties & Responsibility:**

- Keep resort public guest areas and villas /residences clean especially with all interior/exterior upholsteries as directed by Housekeeping Team Leader/Supervisor
- Make prompt actions to guest areas for upholstery cleaning and detailing etc.
- Cleaning the interior and exterior of the villas and residences which can include heavy duty such cleaning floors, vacuuming, polishing chromes and fittings, accepting heavy deliveries, moving furniture's and other items.
- Strictly follow instructed procedures for entering occupied villas & residences
- Adhere to Housekeeping Department procedures when reporting problems found in public areas
- Adhere to resort Lost & Found procedures when finding items in guest rooms or guest public areas
- Keep work stations clean and orderly at all times and follow procedures for stocking linen and/or supplies
- Attending to houseman duties when needed.
- Follow instructions in the use of all chemicals and cleaning agents, including the use of PPE's
- Follow resort and department safety rules as instructed and report safety and hazardous issues immediately to the Housekeeping Supervisor
- To be aware to comply with statutory requirements regarding the workplace such as OHS, hygiene, fire prevention, proper handling of chemicals and other substances that may be hazardous to your health
- Report an on-the-job injury to the Housekeeping Team Leader/Supervisor
- Communicate effectively with team members and guests in a courteous and professional manner
- To carry out any other reasonable duty as directed to assist in the smooth operation of the resort

If you are suitably qualified for the above position and ready to join our team, please apply.

Send your detailed CV, a cover letter and a recent PP size photo  
Via email to

[recruitment@kokomoislandfiji.com](mailto:recruitment@kokomoislandfiji.com)

Only shortlisted applicants will be contacted for an interview

Applications will close on October 24<sup>th</sup>, 2026

