

JOB DESCRIPTION

Position: RESORT CHILD CARE DRIVER
Location: Within the overseas programme, as stated in your covering letter
Reports to: Resort Child Care Manager

As Resort Child Care Driver you will assist the Child Care team in all driving duties and maintenance of the resort vehicles, driving staff and children when required and helping with the deliveries of supplies.

Your responsibilities and duties:

Pre-season:

- Attend the pre-season training course where you may be required to drive staff and supplies.
- Assist with all general maintenance required prior to opening the resort.
- Assist with the organisation and supervision of the cleaning and preparation of all chalets in resort.
- Assist in producing detailed inventories of all the chalets, Nurseries, Snow Club rooms and staff accommodation and resort office.
- Assist in the completion of a brochure accuracy report on the resort, all chalets, Nurseries and Snow Clubs.

During the Season:

Driving

- Deal with any vehicle maintenance problems promptly and effectively.
- Ensure the resort vehicle logbook is maintained.
- Undertake and record daily and weekly inspections on the vehicle ensuring that it is fully road worthy before use.
- Assist with the transfer of guests and their luggage around resort on transfer day.
- Assist in the driving of guests or staff (when required).
- Provide transport for the children and the Child Care equipment to and from Nursery/Snow Club/Ski School.
Ensuring that the correct child safety seats are fitted correctly, well maintained and are used in accordance with company guidelines.
- Ensure that the resort vehicle is always left clean and tidy after every shift.
- Ensure that the resort vehicle is always equipped with all necessary safety equipment.
- Ensure that the resort vehicle is always available 15 minutes before the start of shift.

Resort Administration and other duties:

- Assist the Resort Child Care Manager with the organisation and the delivery of the children.
- Attend weekly staff meeting to ensure that all staff are fully briefed as to the following week's arrivals and other information regarding the smooth running of the resort.
- Work as part of the Child Care team in the evenings, taking part in Cocoa Club, baby listening and high tea shifts.
- Ensure that any damage to company vehicles is reported immediately in accordance to company policy.

Flexibility

- As part of a team within the resort you need to remain flexible and assist with any other duties as requested by your Resort Manager or other senior staff.

Post-Season:

- Assist in the cleaning and closing down of the resort in all chalets, Nurseries, Snow Clubs and staff accommodation.
- Ensure that all company property is correctly packed and stored.
- Assist in the collection of all staff manuals, chalet signs, notice boards, and information files.
- Ensure that the resort vehicle logbook is complete and the vehicle is clean inside and out.
- Ensure that all staff uniform is returned clean and inventoried.