

ESPRIT HOLIDAYS - JOB DESCRIPTION

Position: SNOW RANGER/ DRIVER
Location: Within the overseas programme as stated on your covering letter
Report to: Resort Child Care Manager

As a Snow Ranger/ Driver you will provide care for Nursery Children and Snow Club children, ensure the smooth running of the Nursery and Snow Club, and provide Child Care information to parents. You will take children to and from the Ski School, ensure the high standards the company expects are maintained.

Your responsibilities and duties:

Pre-Season

- Attend the pre-season training course.
- Assist with cleaning and preparation of Nursery and Snow Club rooms.
- Assist with the collation of the inventories provided to you of Nursery and Snow Club equipment and materials.

During the season

Nursery, Snow Club and Cocoa Club

- As part of the Child Care team you are responsible for giving and maintaining first class Child Care to Esprit children either with a group of children or 1:1 care.
- You will be involved in planning an exciting and stimulating weekly activity plan.
- You will ensure the weekly activity plan is carried out by you and the team.
- You will maintain the high standard expected from Esprit Child Care as dictated in the Child Care Manual.
- Set up activities and cleaning down the snow club daily to the standard we expect.
- Ensure that the Nursery and Snow Club rooms are bright, colourful and inviting.
- All wall decorations are to be kept looking smart and replaced if necessary through the season.
- Ensure the weekly medal ceremony is completed with a small show for the parents of the Snow Club children.
- You will be the primary worker for the children in your appointed Chalet/ Chalet Hotel each week. This role involves taking a more active part with that children's paperwork and informing parents of any events that may have arisen each day.
- You will be the primary contact for parents in your Chalet if they have any questions or enquires. You will need to make yourself aware of what your children have been doing when you are not on duty via Snow Club paperwork.

Take-to (Ski School)

- Ensure that children and equipment are escorted to and from ski school in a safe and timely manner.
- Staff working with the Spritelets and beginner groups on the nursery slopes will stay and assist during the ski lesson offering non teaching help.
- Staff escorting the more advanced groups will sign the children over to their ski instructor and return for them at the end of the lesson.

Providing Child Care information to parents

- You will attend the weekly welcome meeting and provide information to parents about the Child Care programme and procedures.
- Answer guest questions and provide information on the running of Nursery and Snow Club.
- At the end of the week you need to be present and take part in the medal ceremony.

Supervision of Lunch and High Tea

- During the course of the day lunch will be provided for the children either in one of our Chalets/ Chalet Hotels or a mountain restaurant, you will accompany the children to lunch and help the children, if needed, to eat their meal. All food is prepared and cooked by chalet staff but you will be required to help clear the tables and floor when the meal is over.
- High Tea is served to the children in their own Chalets after the day's activities and you will be required to supervise the meal and the children until the parents return.

- Ensure any allergies or specific dietary needs are followed by the catering team and that the allergy charts are present and correct.

Health and Safety

- Nurseries, Snow Clubs and Cocoa Clubs require regular safety checks. All toys need to be checked regularly for breakages or general wear and tear that may affect the safety of the children and staff using them.
- If during your safety checks or through the daily running of the Nursery or Snow Club you discover anything that needs to be removed or repaired you must remove it and report it to your Resort Child Care Manager.
- Effective safe transport of Esprit Children to and from planned activities will need to be organised.
- A risk assessment of planned activities must be undertaken and measures put in place to minimise these risks before the first guests arrive.

Paperwork

- Maintain 'due diligence records' for any safety checks or risk assessments made within the Child Care setting.
- You are to ensure that all Child Care paperwork is completed correctly and on time e.g. Children's diaries, registers and accident forms.

Airport

- You may be required to staff the Esprit airport playroom. This is done on a rota and involves offering and taking part in activities with the Esprit children.
- You may also be required to help out on airport transfers offering help and information to guests.

Baby Listening and Cocoa Club

- Esprit offers its guests in Chalet Hotels and larger Chalet properties a free baby listening patrol each evening whilst adult dinner is served these shifts will be allocated on a rota and will make up part of your working week.
- On Chalet or Chalet Hotel staffs day off we offer a baby listening service so that our adult guests can dine out for the evening this is also done on a rota.
- Esprit offers Mini Cocoa Club, Cocoa Club and Cocoa Club + (in some resorts). These clubs are designed for the children who are not quite ready for bed. You will be required to work in these clubs on a rota.

Driving

- Deal with any vehicle maintenance problems promptly and effectively. Undertake and record daily and weekly inspections on the vehicle ensuring that it is fully road worthy before use.
- Ensure the resort vehicle logbook is maintained. 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.

Flexibility

- As a vital part of a large resort team you need to be flexible and willing to work in the Nursery and take on the role of Nursery Assistant when required as well as other duties deemed suitable by the resort management.

Post Season

- Assist with cleaning and close down of Nursery and Snow Club rooms.
- Assist with the cleaning of Nursery and Snow Club equipment and materials. Make sure everything is checked and an inventory made ready for shipping to the relevant storage facility.
- Ensure staff uniforms are handed back clean and inventoried.
- Ensure the resort vehicle logbook is complete and the vehicle is clean inside and out.