

JOB DESCRIPTION

Position: RESORT MAINTENANCE
Location: Within the overseas programme, as stated in your covering letter
Reports to: Resort Manager

As Resort Maintenance you will assist resort staff in general maintenance and upkeep of the chalets and hotels, driving staff and guests 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 and Snow Club rooms for Esprit) staff accommodation and resort office.
- Assist with the Production of Health & Safety, Fire and Hygiene reports for all chalets and child care rooms (Esprit).
- Assist in the completion of a brochure accuracy report on the resort, all chalets, Nurseries and Snow Clubs (Esprit).

During the Season:

Resort Maintenance & Administration

- Deal with any chalet or Chalet Hotel maintenance issues promptly and effectively (including any recycling).
- Submit any weekly maintenance expenses and receipts to the Resort Manager.
- Attend weekly staff meeting to ensure that all staff are fully briefed as to the following week's arrivals and other important information regarding the smooth running of the resort.
- Assist with the completion of resort administration when required.
- In a property which has any additional facilities, such as a sauna, steam-room, hot-tub, Jacuzzi or pool, assist the Resort/Hotel/Chalet Manager with ensuring that the facility is kept clean, hygienic and correctly tested and treated with appropriate chemicals.

Driving (if applicable)

- Assist with the transfer of guests and their luggage to and from the airport.
- Assist in the driving of guests or staff (when required).
- Where necessary provide the transport of child care equipment and children to and from Nursery/Snow Club/Ski School.
- Assist Chalet Manager with the organisation and deliveries of supplies.
- 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.
- Maintain the resort vehicle logbook (if applicable).
- Ensure that the resort vehicle is always accessible 15 minutes prior to the start of shift.

Flexibility

- As part of a team within the resort you need to remain flexible and assist with any other duties as requested by the 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 (if applicable).
- Ensure that all staff uniform is returned clean and inventoried.

