

JOB DESCRIPTION

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

As Resort Driver/ Assistant you will provide support to all departments of the resort team as required. You will also be required to assist with the preparation and cooking of staff meals.

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.
- Help with the cleaning and preparation of all chalets, staff accommodation and resort office.
- Assist with the production of detailed inventories of all the chalets and stock takes of all resort and chalet storerooms, staff accommodation and resort office.
- Assist with meeting the local suppliers for catering, laundry, and equipment hire and confirm the arrangements for orders, deliveries and purchasing.
- Assist with the Production of Health & Safety, Fire and Hygiene reports for all chalets.
- Assist in the completion of a brochure accuracy report on the resort, all chalets and hotels.

During the Season:

Driving

- Deal with any vehicle maintenance issues promptly and effectively.
- Ensure the resort vehicle logbook is maintained.
- Assist in the driving of guests or staff (when required).
- 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 accessible 15 minutes prior to the start of shift.

Guest Relations

- Deal with any guest issues promptly and effectively.
- Keep intrusion by noise, music or other staff to a minimum at all times.

Chalets

- Maintain a high standard of cleanliness on 'change over' days, ensuring that guest bedrooms, bathrooms and communal areas are clean and tidy
- Adhere to company guidelines and procedures regarding cleaning standards and presentation.
- Help prepare laundry for collection and reconcile new deliveries, mid-week and on 'change over' day, helping within the resort team in the distribution of clean supplies.
- Report any maintenance issue to the Resort Manager.
- Assist with the distribution of deliveries within the resort.
- Assist with food preparation and cooking in the chalet kitchen.

Delivery & Stock Control

- Assist with receiving all deliveries in resort.
- Co-ordinate the distribution of the supplies to all the chalets in resort, ensuring that each chalet receives the correct quantities.
- Control the distribution of supplies from the resort storeroom, ensuring that all supplies are accounted for.

Resort Administration

- Assist the Resort Manager with the weekly resort report and any additional paperwork and administration that may be required.

Flexibility

- As part of a team within the resort & company you need to remain flexible and assist with any other duties as requested by your Resort Manager or other senior staff.
- When required assist with the transport of child care equipment and children to and from Snow Club/Ski School. (Esprit)

Post-Season:

- Help oversee and organise the cleaning and closing down of all the chalets and staff accommodation in the resort.
- Produce detailed inventories of all the chalets, staff accommodation and resort office and cross reference with those completed pre-season, detailing any breakages or damage.
- Ensure that all company property is correctly packaged and stored.
- Assist the Resort Manager with the hand-over of the chalets and staff accommodation, ensuring hand-over reports are completed and signed off.
- Assist with the collection of all staff manuals, chalet signs, notice boards, and information files.
- Ensure that all staff uniform is returned, clean and inventoried.