

SCHEDULE

Job Description

Job Title : Park Receptionist

Duties to include :

- Using the computer to process all information;
- Organising advance booking holiday inquiries. This includes the postage of brochures, inputting advance bookings and recording relevant information;
- Booking in and checking out visitors in flats, static and touring caravans, and ensuring that all visitors have paid their accounts in full before the issue of any keys;
- Issuing receipts against all monies received for Calor gas, site fees, visitors bookings, hire purchase, insurance and sundries;
- Ensuring that all complaints or requests for work to be carried out on caravans are entered on the Job Cards provided for this purpose;
- Providing a daily summary reconciling cash/cheques entered in the till to the receipts issued for each working day;
- Maintaining the general cleanliness of the Reception Office, Staff Kitchen and Toilet;
- Any other duties which the Senior Management may ask you to carry out.

Uniform:

“Open Season” (as defined in the Employment Contract)
Not provided: Knee length navy skirt, white shirt, navy/black covered shoes.
Provided: Company scarf.

“Closed Season” (as defined in the Employment Contract)
Not provided : Knee length navy skirt/smart navy trousers (no ski pants), white shirt, navy/black covered shoes.
Provided: Company Issue Sweatshirts.

