Job Description for: Duty Manager (Seasonal)

Reports to: Front Desk Manager

Employment: Full Time Seasonal

Duties and Responsibilities:

#### Cenres Pre Season Duties

- Assist in the organization of all Front Desk staff for all pre season duties
- Assist in coordination of key, telephone and locker checks.
- Assist in coordination of building map check and updates
- Update and maintain building information and Building Manager list, bot tub list and telephone list
- Assist in coordination of organization of keys drawers, all pertinent Front Desk information and creation of necessary files and folders
- · Collect and make initial count of Front Desk floats
- View all unit types and buildings in rental pool
- Develop a good understanding of village layout and be able to give directions to all units in rental pool
- Any other reasonable request as made by a Central Reservations Manager

#### Front Desk

- Oversee daily Front Desk duties and activities
- Supervise Front Desk staff, including Front Desk Agents, Night Auditors and Bellmen
- Assist with scheduling of Front Desk staff
- Troubleshoot all guest issues and problems
- · Determine and process all guest compensation issues
- Inform Reservations Manager or General Manager of any major issues and process any compensation agreed by Reservations Manager or General Manager
- Ensure open communication with owner, group, wholesale and shuttle departments and
  ensure all pertinent information is given to the individual departments
- Assist with Direct, Wholesaler and Group Guest Check In and Check Out and ensure all correct procedures are followed
- Assist with making walk in direct reservations
- Ensure all bookings made adhere to Big White Central Reservations payment and cancellation policies
- Assist in making shuttle bookings and ensure all pertinent information is collected and shuttle schedules and policies are adhered to
- Ensure high level of customer service is maintained at all times by all Front Desk staff
- Assist with cash, credit card and debit card payments when necessary
- Assist with all incoming telephone calls to Front Desk lines
- Assist guests with all questions and reasonable requests
- Ensure accurate information is provided to all clients with respect to all Big White and Central Reservations products
- Assist Front Desk Agents with daily shift audit and ensure all audits are correct.
- Check and organize Bellman for porterage and Buses
- Organize 24 hour Transpo call bucks

#### Other

- Maintain clean and tidy appearance of all Front Desk staff
- Ensure Front Desk area is clean and tidy at all times
- Any other reasonable requests as made by a Central Reservations Manager

# **Hotel Manager On Duty Manual Guide**

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#### **Hotel Manager On Duty Manual Guide:**

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