

Job Description for: Duty Manager (Seasonal)

Reports to: Front Desk Manager

Employment: Full Time Seasonal

Duties and Responsibilities:

Centres 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, hot 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 portage and Buses
- Organize 24 hour Transpo call backs

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 Duty Manager Manual

**Michael J. O'Fallon, Denney G.
Rutherford**



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CTH - Front Office Operations BPP Learning Media, 2009-07-01 BPP Learning Media is proud to be the official publisher for CTH Our CTH Study Guides provide the perfect tailor made learning resource for the CTH examinations and are also a useful source of reference and information for those planning a career in the hospitality and tourism industries *The Hotel Monthly* John Willy, 1925 *The Justice's Manual for the State of Minnesota* Walter Sherman Booth, 1890

Hotel Management and Operations Michael J. O'Fallon, Denney G. Rutherford, 2010-01-12 This newly updated edition is a compilation of readings divided into nine sections each examining a specific hotel department or activity Each topic is examined through a variety of viewpoints on the duties responsibilities problems and opportunities encountered there Multidimensional case studies taking a practical approach challenge readers to identify the central issues involved in complex management problems understand the structure and resources of the department in question and find solutions that may help in managing other hotel resources and departments *ACMG Core Guiding Skills Manual*

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