

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

Edwin F. Ahern



Hotel Duty Manager Manual:

Front Office P. Abbott, S. Lewry, 2010-02-17 Designed for all students of hospitality and tourism management the second edition of this best selling text gives a modern approach to front office operations and management using realistic scenarios set in the hotel environment Key features of this essential text user friendly style of writing and accessible page layout enables students to use it as a reference book as well as a textbook updated in the light of recent developments such as global distribution systems and the internet greater focus on increasing yield and expansion of vital management aspects such as staffing and equipment additional extended practical exercise material Front Office reflects the importance of different features of the receptionist's work and is divided into four main sections Procedural aspects Dealing with people Increasing yield Management aspects Front Office is ideal for GNVQ BTEC students those taking the professional exams of the HCIMA and for undergraduates and postgraduates studying hospitality and tourism management and all relevant executive courses

Bartenders' Manual Harry Johnson, 2018-03-16 First published in the 1860s Harry Johnson's *Bartenders Manual* is part of the classic bar books and one of its oldest exemplars The author has been one of the first bartenders who not only had general and wise thoughts about his profession he also committed his experiences and opinions to paper and wrote a teaching book for beginners and professionals Doing this he laid the foundation for following generations and stands beside Jerry Thomas at the beginning of a long list of famous bartenders In his book Harry Johnson carries the reader into times where it was obviously necessary to remind bartenders not to chew on a toothpick or a cigar when on a job interview not to spit on the floor or pursue other bad habits He gives advice how to conduct a bar as well as how to treat employees and guests how to handle beer casks and wine bottles what stock is needed in a bar or restaurant how to keep the business books and much more The second half of the book contains recipes for cocktails punches bowls and other drinks famous in USA and Europe during this time There you can also find the presumably first mention of the Martini cocktail as well as instruction of how to mix absinth and chill champagne The *Bartenders Manual* is not only a window to the past it also shows how professional some bartenders of that time pursued their business a fact we almost forget or ignore as we connect the USA of the 19 century with dusty saloons and dirty beer glasses Some parts of the book may seem out of date who is still using blocks of ice or keeps guspadors for his guests but it is still a must have for professionals and enthusiastic hobby barkeepers and gives precious insights of the beginning of bar culture

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

Labor Relations Reference Manual The Bureau of National Affairs. Inc., 1960

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

The Justice's Manual for the State of Minnesota Walter Sherman Booth,1890 **ACMG Core Guiding Skills Manual**

Association of Canadian Mountain Guides, The profession of guiding in North America has a long and distinguished history that dates back more than one hundred years In that time a great number of guides from around the world including Canada have used and revised traditional techniques and developed skills specifically suited to local areas Today s guiding industry is based on this groundwork and continues to evolve at a significant pace This manual defines technical guidelines for professional guides who are trained and certified by the Association of Canadian Mountain Guides ACMG however no one person or organization can lay claim to the techniques included here **Safety Training Manual for Restaurants and Hotels** Edwin F. Ahern,1955 **Front Office Operations and Hotel Accounting** Mr. Rohit Manglik,2024-03-14

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