



## **JUNIOR DUTY MANAGER JOB SPECIFICATION MARCH 2017**

The Junior Duty Manager on shift will primarily report to the Operations Manager, and will be responsible for all operational aspects of the venue whilst on duty. They will work closely with the other Duty Managers and Supervisors.

This role is suited to a person that is well organized, enthusiastic and professional.

The Duty Management aspect of the role will include (but not be limited to) the following:

- Effective supervision of the customers within the venue, ensuring their safety and well being at all times
- Guaranteeing the venue exceeds standards at all times whether regulatory or otherwise
- Full responsibility for on site finances during shift including tills, takings, petty cash, change, cashing up and reconciliations required at the end of the day
- Adhering to Company policies and procedures at all times
- Adhering to Management instructions at all times
- Motivating and managing staff
- Co-ordinating staff resources to ensure adequate and appropriate staffing provision is made at all times
- Daily checks of facilities and equipment
- Ensuring staff adhere to all regulation and legislation relating to their place of work including and especially with regard to children
- Ensure adherence to all health and safety processes (regulatory or otherwise)
- Ensuring familiarisation with all risk assessments and adherence to action points dictated



- Responsible for operational aspects of the venue (either directly or indirectly)
- Dealing with issues and communication of issues to the Operational Manager
- Reporting any issues etc. to their Manager in a timely manner, such as updates required to risk assessments, staffing issues,
- Be on call for emergencies when required

The candidate must have proven supervisory experience in a customer focused environment. They must have knowledge and understanding of Health and Safety legislation and will have experience of managing staff.

The person appointed to this role will have strong leadership skills, be self motivating, driven and dedicated. Their communication and organizational skills must be exceptional and they must be well presented and professional at all times.

The role is for 40 hours per week, with a salary of up to £19,000 per annum depending upon experience. The applicant must prove eligibility for full time work in the UK.