



# Beaudesert Outdoor Activity Centre

Adventure Made Easy

## Guest Services Staff

Responsible to :	The Centre Manager
Job purpose :	To assist with general day to day running of reception
Key Duties :	<ul style="list-style-type: none"> <li>• Meet and greet customers</li> <li>• Take payments</li> <li>• Make bookings</li> <li>• Generally assist customers</li> <li>• Sell items from our shop</li> <li>• Make and sell teas and coffees</li> <li>• Cleaning tasks to help keep reception and the shop presentable</li> </ul>
Other information	Must have good customer facing skills. Must be willing to follow strict operating procedures. Will need to be able to use basic computer programmes including after training our booking system.
Working hours and days:	<p>Various shifts</p> <p>Monday 9am till 4pm</p> <p>Tuesday 9am till 4pm</p> <p>Wednesday 9am till 4pm</p> <p>Thursday 9am till 4pm</p> <p>Friday 9am till 4pm</p> <p>Friday 3-30pm till 9pm</p> <p>Saturday 9am till 5pm</p> <p>Sunday 9am till 4pm</p>