



JOB DESCRIPTION

CHRIST'S HOSPITAL ENTERPRISES LTD (CHEL)

Job Title: Duty Manager

Responsible to: CHEL Manager

Responsible for: Satisfying the needs of the business

Specific Duties: Representing the School and CHEL in a positive, constructive and welcoming manner to our guests and contributing to the success of any event or activity that CHEL may undertake by:

Carrying out any duties as requested by line management.

Specific responsibilities will include:

- Opening and closing of hired facilities
- Respond to any calls to the Duty Manager phone
- Management and movement of linen stock
- Movement and storage of school/CHEL items over the letting period
- Overview meal times and activities of the clients
- Conducting inspections of the hired facilities to report any damages
- Liaising with client and CHEL Manager/Commercial Events Coordinator for ad hoc requests

Authority: As directed by your line manager

General

From time to time you may be required to assist in other duties in support of other activities at Christ's Hospital. These duties will not when considered in total be to an extent which changes the overall character of your job.

Health & Safety

To comply with any instructions or information given by your Line Manager concerning safe practice and methods of work.

To take care at all times to maintain your own health and safety and that of work colleagues or any other individuals with whom you may come into contact.

General Data Protection Regulation

At all times to observe the requirements of the GDPR which applies to your post.

Confidentiality

To carry out your duties having due regard to maintaining the confidential nature of information concerning the work and business of Christ's Hospital Enterprises Limited.