



JOB DESCRIPTION

POST:	Seasonal Caravan Valet
LOCATION:	Across All Blair's Holiday Park Locations, Portrush (Travel May Be Required)
REPORTS TO:	General Manager
Responsible to:	Senior Manager, Operations
Accountable to:	Managing Director & Board of Directors
Contract:	Feb 2023- December 2023 (Depending on business needs)

JOB SUMMARY/MAIN PURPOSE:

The post holder will have responsibility cleaning caravans, decks and empty pitches throughout all the holiday parks. This work will be carried out in support of the sales and aftersales function. In addition, the post holder will carry out other cleaning for customers at rates agreed by management.

MAIN DUTIES AND RESPONSIBILITIES

1. Washing newly sited caravans in time for handover to customers.
2. Washing caravans in the sales yards.
3. Power-washing empty pitches prior to siting
4. Power washing decks.
5. Washing hirevan fleet
6. Cleaning carpets in caravans.
7. Washing company vehicles.
8. Power washing playpark surfaces.
9. Washing windows in the office and the Hub.

Chargeable jobs

1. Washing and or polishing customer's vans.
2. Power-washing customer's decks.
3. Cleaning carpets in customer's vans.

These tasks will be allocated by management. Rates charged will be agreed by management and paid in advance.

The post holder will be required to fill in a job sheet when these tasks have been completed

OTHER DUTIES:

1. Maintain staff relationships and morale among all company staff.
2. Employees of the company are required to promote and support the vision and direction of the Board of Directors at all times.
3. At all times provide a customer focused service and to treat those with whom they come into contact in a courteous and respectful manner.
4. Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
5. Carry out their duties and responsibilities in compliance with Health and Safety Statutory Regulations.
6. Adhere to Equality and Good Relations duties throughout the course of their employment.
7. Ensure the ongoing confidence of customers in the company commitment to excellent service provision.
8. To assist in the management of customer complaints to a satisfactory resolution for all parties.
9. Maintain high standards of personal accountability.
10. Develop and maintain effective communication networks and working relationships with key personnel, both within and outside the company.
11. Represent the company when required.
12. To provide information and data to the company management as requested.

13. Any other duties as required.

Clause: *This job description is not meant to be definitive and may be amended to meet the changing needs of the company.*

DEC 2022