

## JOB DESCRIPTION

**Position:** RESORT CHILDCARE DRIVER  
**Location:** Within the overseas programme, as stated in your covering letter  
**Reports to:** Resort Childcare Manager

As Resort childcare Driver you will assist the childcare team in all driving duties and maintenance of the resort vehicles, driving staff and children when required and helping with the deliveries of supplies.

Your responsibilities and duties:

### Pre-season

- Attend the pre-season training course where you may be required to drive staff and supplies.
- Assist with all general maintenance required prior to opening the resort.
- Assist with the organisation and supervision of the cleaning and preparation of all chalets in resort.
- Assist in producing detailed inventories of all the chalets, Nurseries, Snow Club rooms and staff accommodation and resort office.

### During the Season

#### Driving

- Deal with any vehicle maintenance problems promptly and effectively.
- Ensure the resort vehicle logbook is maintained.
- Undertake and record daily and weekly inspections on the vehicle ensuring that it is fully road worthy before use.
- Assist with the transfer of guests and their luggage around resort on transfer day.
- Assist in the driving of guests or staff (when required).
- Provide transport for the children and the childcare equipment to and from Nursery/Snow Club/Ski School. Ensuring that the correct child safety seats are fitted correctly, well maintained and are used in accordance with company guidelines.
- Ensure that the resort vehicle is always left clean and tidy after every shift.
- Ensure that the resort vehicle is always equipped with all necessary safety equipment.
- Ensure that the resort vehicle is always available 15 minutes before the start of shift.

#### Childcare

- You will maintain the high standard expected from Esprit Childcare as dictated in the Childcare Manual.
- Set up activities and cleaning down the snow club daily to the standard we expect.
- Ensure that children and equipment are escorted to and from ski school in a safe and timely manner.
- You will attend the weekly welcome meeting and provide information to parents about the Childcare programme and procedures
- During the course of the day lunch will be provided for the children either in one of our Chalets/ Chalet Hotels or a mountain restaurant, you will accompany the children to lunch and help the children, if needed, to eat their meal. All food is prepared and cooked by chalet/hotel staff but you will be required to help clear the tables and floor when the meal is over.
- High Tea is served to the children in their own Chalets/Chalet Hotel after the day's activities and you will be required to supervise the meal and the children until the parents return.
- Ensure any allergies or specific dietary needs are followed by the catering team and that the allergy charts are present and correct.

#### Health and Safety

- If during your safety checks or through the daily running of the vehicle you discover anything that needs to be removed or repaired you must remove it and report it to your Resort Childcare Manager.
- Effective safe transport of Esprit Children to and from planned activities.
- A risk assessment of planned activities must be undertaken and measures put in place to minimise these risks before the first guests arrive.
- Ensure that all Children are in the relevant car seat and policies are followed.



- Ensure that any damage to company vehicles is reported immediately in accordance to company policy.

#### Flexibility

- As part of a team within the resort you need to remain flexible and assist with any other duties as requested by your Resort Manager or other senior staff.
- Throughout the season you may be needed to transfer resorts.

#### Post-Season

- Assist in the cleaning and closing down of the resort in all chalets, Nurseries, Snow Clubs and staff accommodation.
- Assist with the cleaning of Nursery and Snow Club equipment and materials. Make sure everything is checked and an inventory made ready for shipping to the relevant storage facility.
- Ensure that all company property is correctly packed and stored.
- Ensure that the resort vehicle logbook is complete and the vehicle is clean inside and out.
- Ensure that all staff uniform is returned clean and inventoried.

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