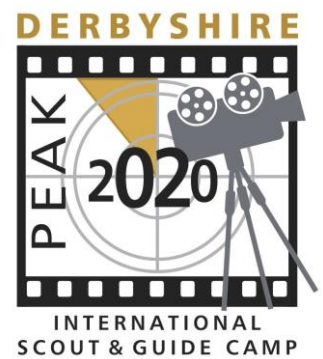


## ROLE DESCRIPTION

### STAFF SERVICES MANAGER



#### **Role:**

To assist with the provision of support for Staff at Peak 2020 including catering, childcare and camping facilities.

This position will be advertised, interviewed for and appointed in line with Peak 2020 policy

The appointee will be directly responsible to the Administration and Staff Services Director

Two additional support staff may be appointed to assist with this role (Childcare/Front of House)

#### **Responsibilities:**

1. To assist with the provision of Staff Childcare facilities for children under 10 years.
2. To ensure that adequate Camping areas and facilities are provided for onsite staff
3. To support the Catering team with recruitment and provision of “front of house” personnel.
4. To liaise with the Campers Director regarding Sub camp themes and needs and information
5. To liaise closely with Staff Booking Manager regarding numbers and style of camping
6. To liaise with the International team regarding status and requirements for international attendees.
7. To ensure that any information/health forms etc. are distributed appropriately
8. At Peak 2020, to be part of the Central Reception Team
9. To ensure that all expenses claimed are within the Administration/Staff Services Budget
10. To assist with recruiting, appointing and support of 2 additional staff to lead childcare and provide front of House support to the catering team.
11. Ensure that all team members have completed mandatory Safety training and that appropriate Risk Assessments are provided.

This role may be adapted as the needs of the Administration and Staff Support Team develops over the next two years