

## JOB DESCRIPTION – DESIGNATE DUTY MANAGER

If this role sounds like the perfect opportunity for you then please submit your CV and Covering Letter to our General Manager, Chris Abbott at [cabbott@oxfordcastleandprison.co.uk](mailto:cabbott@oxfordcastleandprison.co.uk)

### PURPOSE OF THE JOB

Working as part of a team to deliver a memorable and enjoyable experience for all guests. Ensure that all guests and potential guests to the attraction receive the highest level of guest service at all times. Manage the operations of the attraction.

Regardless of the task in hand, together at Continuum we will have fun and make money – in that order!

### KEY ACCOUNTABILITIES

- Observe and manage immediately any incidents, which may affect the health and safety of other team or guests of the attraction, escalating using the major incident plan where appropriate.
- Ensure all operations conform to legal regulations with regard to health and safety/ food hygiene requirements.
- Duty manage in line with operational requirements.
- Take responsibility for the security of the building through key holder duties.
- Take pride and accountability in the appearance of the attraction.
- Ensure the guest experience is delivered to the very highest standards, whilst endeavouring to make each visit feel memorable.
- Deal with all guest feedback professionally.
- Observe and manage immediately any incidents, which may affect the presentation, other team or guests of the attraction.
- Actively promote sales and produce sales reports as required.
- Maximise revenue through skilled use of sales, promotion and marketing in line with the business plan
- Ensure that all guests leave having had a positive and memorable experience and encourage them to leave feedback on social media.
- Attend all training sessions and team meetings as required.
- Ensure that all policies and procedures are adhered to

- Ensure effective on site cash handling procedures are in place and being followed at all times.
- Provide break or absence cover as required.

This job description is not exhaustive and other duties or tasks may be required as specified from time to time in accordance with the job role

#### ATTRACTION/OFFICE SPECIFIC REQUIREMENTS