

Job Description: Caravan Warden

Overview:

This is a varied, customer focused, seasonal role. The Warden is required to ensure a high standard of maintenance and site upkeep in addition to accurate administration of bookings and records both manual and computerised. A driving licence is required, as is membership of the PVG (Protecting Vulnerable Groups) Scheme.

Key Tasks:

Provide high standards of customer service ensuring the best experience for visitors

Ensure the site and the site's facilities are maintained to the highest level of cleanliness and appearance

Maintain and monitor health and safety standards for the welfare of visitors and volunteers

Ensure safe operational practices are followed for the maintenance of site equipment

Maintain accurate computerised and manual records and provide efficient administration of the site

Maintain an effective and friendly working relationship with Directors, colleagues and volunteers to promote a constructive working environment

Be prepared to undertake all tasks required to ensure consistent running of the site

Safe disposal of grass cuttings etc. which will require a current driving licence.

Operation of small shop within the reception area

Responsibilities:

Promote a positive and welcoming attitude at all times

Present a site that is attractive, welcoming, functional and safe

Maintain all public areas to the highest standards, including play areas, grounds, community caravan, and laundry, and toilet and shower facilities, dish washing and refuse facilities

Maintain equipment, lighting, etc. in good order

Keep the information literature updated and be knowledgeable about the local area and amenities

Be proactive in identifying improvements beneficial for both residents, visitors and volunteers on site

Liaise appropriately and effectively with the Supervisor, Directors, Staff and Volunteers

Knowledge and effective operation of policies and procedures of BDI (Buchan Development Initiative)