

# Job Specification –Cabin Co-Ordinator at Zipit Forest Adventures

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| <b>Locations:</b> | Tibradden Wood, Dublin, 16<br>Farran Park, Co. Cork.<br>Lough Key Forest Park, Co. Roscommon |
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## Responsibilities to Customer

- To meet and greet customers.
- Operating cash register and end of day cash up.
- Fitting and removal of harnesses.
- Provide Excellent Customer Service.
- Ensure relevant paperwork is filled out correctly.
- Answer Phones
- Operate online Booking System.
- Operate shop facility.
- Cabin housekeeping.
- Harness and de-harness customers.

## Personal Competencies required

- Be safety conscious and able to work under your own initiation without supervision.
- Excellent interpersonal skills and an ability to communicate with children and adults.
- Enthusiasm for the outdoors, with a cheerful disposition.
- Excellent multi-tasking skills and the ability to work in a pressured environment.
- Must have excellent attention to detail and be able to follow company procedures.

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| <b>Special conditions e.g. working with hazardous substances, equipment, animals:</b> | This is a high wire outdoor activity. To avoid serious injury, rules and regulations in health and safety must be strictly adhered to always.                    |
| <b>Holidays</b>   | 8% of the total hours worked in the leave year. <b>Cabin Co-ordinators not entitled to holidays during peak season (June, July, August and school holidays).</b> |
| <b>Seasonal Work Requirements</b>   | Cabin Co-Ordinator<br>Peak Season is June, July, August with part-time hours.<br>Outside of these months, work will be occasional weekends and school holidays.  |
| <b>Weekend Work</b>   | Weekend work is compulsory.  |