

Kids Club Supervisor

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Company: RAFFLES

Location: Dubai

Category: healthcare-practitioners-and-technical

Job Description

Ensures that all Kids Club responsibilities are carried out in an efficient and timely manner.

Fully aware of Le Petit Prince program.

Creates a safe environment for all children attending the kids club.

Creates an inventory for all toys / equipment at the kids club.

Ensures all equipments are clean and properly maintained.

Ensures all club's rules and regulations are enforced at all times

Be fully aware of club's facilities, timings and promotions.

Ensures that all Kids Club team are neat, clean and punctual at all times and that they perform the task assigned to them promptly and efficiently

To plan and organize kid's club activities involving craft, indoor and outdoor activities.

To provide supervision of children participating in kids club activities

Inform Kids Club Manager for any need of additional toys or replacement of toys / equipment.

Human Resources and Training

Works with Kids Club Manager to ensure productive staff performance. Duties include:

Planning for future staffing needs and recruiting in line with company guidelines

Prepares and administers detailed induction program for new staff

Maintains a comprehensive, current and guest focused set of departmental standards and procedures and implements them through thorough on-the-job training

Ensures training needs analysis of departmental staff is carried out and training programs are designed and implemented to meet those needs

Occupational Health and Safety Responsibilities

Adheres to OH&S policies and procedures and ensures direct reports do the same

Log security incidents and accidents in accordance with hotel requirements

PERSONAL ATTRIBUTES

Good English language verbal communication skills

Strong leadership and teamwork skills

Solid interpersonal skills; able to ascertain and effectively address guest/employee needs

Ability to promote positive relations with hotel residents and patrons

Ability to exercise good judgment with difficult guests

Understanding and ability to work in a multi-cultural environment

Ability to work with constant interruptions with a high degree of professionalism

Ability to prioritize and organize work assignments; delegate work

Ability to direct performance of staff and follow up with corrections where needed

Qualifications

Degree from School for kindergarten / children care related field with previous similar work experiences.

EXPERIENCE

Minimum two years' experience in a related position

Additional Information

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