



Reception Supervisor

30 hours per week to include Saturdays and Sundays

An opportunity currently exists for an experienced and flexible supervisor to work Saturdays and Sundays (plus weekdays to be agreed) at our busy reception / front desk area.

In this role, you will work as part of the management / supervisory team to ensure the smooth running of our facilities and services, with a focus on delivering excellent customer service.

The successful candidate will have a friendly and professional manner along with excellent communication skills as you will be required to build and maintain strong working relationships with colleagues, suppliers and all customers – both parents and children.

This is very much a "hands on" role, so day-to-day basis responsibilities will include:

- Greeting and booking in customers to the centre
- Answering enquiries at the reception desk and over the phone
- Co-ordinating party bookings and ensuring the smooth running of all parties (working closely with the kitchen team)
- Cash handling
- Housekeeping, cleaning & monitoring the facility in a health & safety capacity
- You will also be required to provide cover in the coffee shop

Essential requirements:

- Able to work under pressure in a busy and noisy environment
- Financial awareness and experience of cash handling
- Self-motivated, approachable and excellent attention to detail
- Excellent communication skills – excellent written and spoken English
- Basic PC literacy
- A sense of humour!

Experience Required:

- Staff supervisory/managerial experience: organising rosters, training, coaching
- Experience in a reception/customer service role, working with members of the public face to face and over the phone
- Cash handling experience, end of day procedures
- Experience of Health & Safety procedures, HACCP, First Aid, Manual Handling etc would be an advantage.

**** In-house training will be provided ****

Please submit your cv in confidence to the HR Manager, Tons of Fun Children's Activity Centre, Unit H1 Eastway Business Park, Ballysimon Road, Limerick.

Or email to : hr@tonsoffun.ie