



Personnel Specification

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VACANCY – ENTERTAINMENT MANAGER
VACANCIES AVAILABLE: 1
CLOSING DATE FOR APPLICATIONS: 28 April 2017

Job Position:	Entertainment Manager
Scope and general purpose of the job:	To organise and co-ordinate the sport, entertainment and any other activities and programs which may be required in hospitality to guests To maintain organisation, discipline and control in the execution of all tasks/duties in the department

Key Performance Areas:

1.	Organise and co-ordinate walking paths repairs maintenance & drainage
2.	Provide an ongoing and active Public Relations function with all guests with daily time spent in dining room at meal times selling the entertainment.
3.	Communicate effectively with all guests, staff, working colleagues and hotel departments
4.	Give out clear instructions/tasks to fellow colleagues and to follow up on them
5.	Be aware of the season, the hotel occupancy and special or major sporting events. Preparing in advance for the entertainment of the guests as well as ensuring the information of all the events to the guests.
6.	Draw up sports and entertainment programs, use initiative and creativity in the program, making sure that it can be executed as well as interesting.
7.	Health, Safety & Security of the guests and work colleagues at all times
8.	Liaising between staff of Entertainment department and management, passing on instructions or information, as well as ensuring the well being of the staff within the department.
9.	To guide various walks, hikes entertainment (Bingo, Quiz et.) when needed.

Line of Reporting and Communication

Responsible to:	General Manager and Assistant General manager
In communication with:	Management, colleagues & guests



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Core Competencies:

1.	Initiative Makes constructive suggestions; prepare for problems or opportunities in advance; create novel solutions to problems.
2.	Judgment Make sound decisions; base decisions on fact rather than emotion; analyze problems skillfully; use logic to reach solutions.
3.	Cooperation/Teamwork Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers.
4.	Reliability Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work.
5.	Commitment to Safety Understands, encourages and carries out the principles of integrated safety management; complies with safety policies and procedures; completes all required H&S training, facilitate H&S meetings.
6.	Support of Diversity Treats all people with respect; values diverse perspectives; provides a supportive work environment for the multicultural workforce; applies the Company's philosophy of equal employment opportunity; treats others fairly without regard to race, sex, color, religion, or sexual orientation; seeks and considers diverse perspectives and ideas.
7.	English proficiency: Must have excellent ability to communicate in English, including being able to speak, read and write in English.

Additional Skills Requirements:

1.	Organisation/ Time management: Must be able to plan time properly to ensure all projects are completed on time.
2.	Discipline: Must be willing and able to conduct disciplinary interventions and counselling's with subordinate staff.

Qualification and Experience Requirements

Minimum Qualification:	Grade 12 & Diploma in Hospitality Management
Minimum level of Experience:	3years hospitality experience and or Dealing with guests Organising and running entertainment programs

Disqualifiers:

1.	Must be prepared to work shifts and work on weekends and public holidays
2.	Must be physically fit and able to walk around the property on a daily basis
3.	Must be willing to partake in any training deemed necessary by management

Please note that preference will be given to Indian and Colored applicants