

JOB DESCRIPTION

Position	:	Chief Animator
Level	:	3
Place of Work	:	Guest Contact Areas
Division	:	Animation
Responsible To	:	General Manager or assigned representative
Responsible For	:	All Animation Employees

Scope and General Purpose of Job:

Under the general direction of the General Manager or his/her delegate and within the limits of the established corporate policies and procedures, oversees and supervises all aspects of Animation.

Relationships

- Reports directly to and communicates with the General Manager or his/her delegate on all relevant matters affecting Sports and Animation.
- Co-operates, co-ordinates and communicates with other Managers as required.

Duties and Responsibilities

- Supervises all Animation activities.
- Is responsible for the safety of the guests and the employees.
- Schedules and regularly conducts routine inspections of areas under his/her control.
- Is responsible for an attractive Animation program as well as an organised schedule for evening Animation entertainment (following directions given by the corporate office).
- Is responsible for Animation Games, Competitions, helping in promoting the Hotel Events and Major Events within the Hotel.
- Ensures activities are done at a standard as required by the management.
- Is responsible for all Animation equipment and sees to their constant maintenance and good condition.
- Monitors and controls the inventories for operating equipment and supplies.

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- Monitors the Animation staff members to ensure high guest satisfaction and handles whatever complaints or comments.
- Ensures VIP guests receive the proper treatment, attention and recognition and informs other Animation staff.
- Establishes and maintains effective employee relations.
- Identifies training needs, develops formal training plans and implements training sessions.
- Conducts such functions as orientation, coaching, counselling and training to ensure a smooth operation.
- Consults with the General Manager and corporate office for interviewing, hiring, performance, appraisal, suspending work or termination and other subjects.
- Maintains appropriate standards of conduct, dress, hygiene, uniforms appearance and posture of Animation employees according to corporate standards.
- Attends the daily morning briefing before starting the work to include review of procedures and events which warrant special handling and detailed information.
- Works close with all Department Head of the hotel.
- Reports all guest comments good, bad or ugly to the GM or designated Manager.
- Anticipate customer needs.
- Has to attend all animation activities – day time as wells as evening activities.
- The Chief Animator is setting the standards and has to be on time everywhere for the animators to show respect through him/her and also be on time.
- Send weekly check list (evaluation) to GM
- Respect and follow the corporate Rules & Regulations as well as training animators in the same.
- Performs related duties and special projects as assigned by the General Manager.
- May be called upon at times to perform other related tasks not specifically included in this description.

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Date : _____

Prepared By : _____
Director of Human Resources

Approved By : _____
General Manager

I _____ understand and agree to the above Job Description and that as a Policy of The Three Corners Company, it is the responsibility of all Employees, to be both willing to teach, in order to help colleagues reach their full potential and willing and accepting to learn, in order to progress and improve personal abilities, resulting in maximum guest satisfaction.

Employee Signature

Date