



Combe Mill Society - Role Description

Date: November 2010

Issued by: _____

Role Description: : Bookings Secretary

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1. **Principal tasks:**

Respond to telephone calls, answer phone messages and e-mails from the public wishing to book an individual or group visit to Combe Mill.

Advise callers of available dates and costs.

Maintain a diary of group bookings.

Communicate to relevant tour guides and others to arrange coverage of the visit if it is not on a scheduled open day or steaming event.

2. **Financial responsibilities (if any):**

None

3. **Health & Safety**

Be fully aware of, and operate, all relevant health & safety requirements

General: comply fully with the Health and Safety Policy and procedures of the Combe Mill Society

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.