

## Job Description

Job Title <b>Full Time Leisure Attendant</b>		Section/Site <b>Wednesbury Leisure Centre</b>
Grade <b>Grade 2</b>	Working Hours <b>As per advert</b>	Location
Responsible to <b>Duty Manager Leisure Manager</b>	Contacts <b>Members of the public, club members, officers at all levels</b>	Person responsible for: (May be presented in the form of an organisation chart) Attach separate sheet

**Special Conditions**

**National Pool Lifeguard Award/STA Pool Lifeguard Award or equivalent**

Uniforms, where applicable, and identification cards/badges to be worn. Will be required to work shifts to include late Evenings, Weekends and Bank Holidays. The post holder will be employed by the Trust and will be required to work at any similar establishment under its management.

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

**Job summary**

Supervise all facility users within the centre and carry out duties for the efficient running of the Centre.

**Your responsibilities are:**

In addition to the responsibilities listed below, all employees must be flexible in their approach to undertake such other duties, which are commensurate with the post holder's salary grade, to achieve the objectives of the post.

It is the responsibility of each employee to carry out their duties in line with the Trust's policies on equality (please refer to the Policy Statement), harassment, racial equality and the Equality Policy and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and should also identify and monitor training for themselves and any employees they are responsible for in line with these policies and the Equality Policy standard.

All employees must carry out responsibilities with due regard to the health and safety regulations.

**Your duties are:**

1. Ensure all customers are treated in accordance with the Trust's Customer Care Policy.
2. Contribute to the Section's Quality Management System.
3. Participate in relevant staff training
4. Assist customers with any first-aid requirements
5. Respond to and fully comply with Emergency Action Plan.
6. At all times work in accordance with the Normal Operating Procedure and Service Specification.
7. Complete incident, accident and general reports and assist in investigations as required.
8. Operate in accordance with statutory requirements and the Trust's Standing Orders, Financial Regulations and Accounting Instructions
9. Clean poolside, surrounds, changing areas, cubical, toilets, sinks, showers and drainage channels.
10. Clean halls, activity rooms, function rooms/community rooms and health suites including sauna and steam rooms, fitness rooms and associated areas.
11. Supervise and assist all customers/users of the center in all areas of the Centre including swimming pools, health and or fitness suites.
12. Assemble and dismantle sports, recreation and leisure equipment and move to various areas of the Centre.
13. Assemble and dismantle other equipment required to ensure the smooth and efficient running of the Centre as directed.
14. Attend to vending machines, weighing machines and clean such equipment as required.
15. Maintain the external cleanliness and hygiene of the facilities and grounds
16. Issue tickets, maintain records of sales/cash receipts and reconcile cash as and when required.
17. To operate in accordance with the Trust's Policies on Data Protection and Acceptable Use of Information Systems and any procedures relevant to the job role.
18. To comply with and actively promote the arrangements in place in support of the Trust's Smoke Free Workplace Policy.