



Job Description

Job Title Leisure Centre Assistant

Reports to Duty Manager

Qualifications

RLSS National Pool Lifeguard Qualification (Essential)

Operational Leisure Experience (Desirable)

Coaching Sport/Leisure Training Awards (Desirable)

Job Purpose

To act, in accordance with IQL guidelines, Health & Safety Guidelines and Normal Operation Plans with the aim of preventing accidents and responding to emergencies

To keep all areas of the Centre clean as requested by Duty Manager

Dealing with customer queries

Effective communication with other team members

Equipment Setups and take downs, safely and on time

Special Events setups and takedowns

To provide activity coaching and party hosting as required

Ensure you maintain company standards at all times

Various general housekeeping duties as needed

Providing sickness and holiday cover across various departments

To build and be part of a successful and well-motivated team

According to the needs of the Centre to carry out other unspecified tasks commensurate with capability, experience and job title

Principal Accountabilities

To 'Lifeguard' the main pool and learner pool on a rota basis

To remain alert and focussed throughout duty periods in order to identify potentially dangerous situations and take prompt preventative action

To undertake checks and maintain first aid equipment, pool equipment and report any shortages and/or concerns

To set up pool equipment in accordance with pool timetables, and/or direction of the Duty Manager

To make routine checks of the inflatable and to supervise users on a rota basis

To be in a state of readiness for prompt emergency action in the event of an accident occurring

To provide first aid as required, and follow recording procedures

To maintain a high standard of cleanliness around the pool and throughout the building

To provide advice and guidance to customers to ensure they have an enjoyable visit

To report any Health & Safety concerns to the Duty Manager, communicate with colleagues and the public, as necessary

To act in accordance with Health and Safety guidelines and Normal Operational Plans

To attend a compulsory two hour staff training sessions per month. Training sessions ensure compliance with NPLQ and knowledge of updates in professional practice

To be of smart appearance at all times in the appropriate Carn Brea Uniform

Set Ups

To undertake set ups and take downs of sports and other equipment as detailed in the daily timetable of events. Equipment includes: trampoline, badminton, basketball, netball, football, table tennis, athletics equipment, circuit equipment and Special Event bookings.

Cleaning

To maintain, clean and tidy changing rooms throughout the day as well as undertaking a deep clean at the end of each day

To check and restock toilet facilities as required

To empty and reline bins in the communal staff room, changing room, first aid room, Reception and all public areas

To maintain a clean and safe environment for customers around the Centre
Undertake general cleaning as directed by the Duty Manager

To maintain a high standard of cleanliness in the communal staff room, returning crockery and cutlery to the café as necessary

To undertake litter picking throughout the Centre and grounds

Signed by:

Date:

The job holder

Signed by:

Date:

The job holder's manager