

JOB DESCRIPTION

ROLE TITLE	Leisure Centre Team Member
GRADE / SCALE POINT – SALARY	National Living Wage
REPORTING TO	Premises Manager

JOB PURPOSE

The post holder will undertake a range of general duties under the direction of the Leisure Centre Manager to assist in the general management of the Leisure Centre. The postholder may also be required to deputise for the Leisure Centre Manager in their absence. The postholder will also help support the Leisure Centre reception and the Coffee Shop.

KEY TASKS & RESPONSIBILITIES

- The post holder will undertake all duties within recognised Leisure Centre procedures and guidelines.
- The post holder will be able to manage their own workload within a clear framework on a day to day basis, using initiative where needed.
- The post holder will be able to interpret information or situations to solve problems. This may involve using analytical, judgemental, creative and developmental skills.

Specific Responsibilities

The post holder will undertake a range of activities to ensure the smooth running of the Leisure Centre. This may include, but is not limited to the following:

- Opening and closing the Leisure Centre as required, ensuring the safety and security of the premises.
- Ensuring that no unauthorised persons enter restricted areas.
- Preparing areas or equipment to be used, ensuring return and storage in line with Leisure Centre guidelines.
- Supervising activity change overs.
- Dealing with any incident whatever its size, co-ordinating emergency services or offering First Aid as appropriate.
- Undertaking duty functions on a shift system.
- Ensuring all keys are secured and accounted for.
- Ensuring all items lost or found are correctly recorded and all items of value are reported to the Manager.
- Re-stocking and completing appropriate forms and records, in accordance with procedure. Ensuring that they are signed, dated and appropriately filed.
- Ensuring that incident reports are complete.
- Standing in for other staff as required.
- Ensuring start and finish times are accurately recorded.
- Assisting with the administration of the centre and the running of social and sporting activities as required.
- Ordering of stock.
- Assist Leisure Centre Manager with the running of the Swimming pool.
- The postholder will be responsible for cash reconciliation at the end of each shift and be accountable for all monies received and be responsible for the safety and security of money in the building.
- The postholder will receive and check stores or goods and pass delivery notes or invoices to the Leisure Centre Manager as required.
- Ensuring all areas of the Leisure Centre are clean and tidy, including making sure all playing

areas are free from litter, ensuring all store rooms are tidy and in good order and the toilets are clean and tidy and the paper and soap dispensers are stocked.

- Undertaking cleaning of all public areas within the Leisure Centre including the coffee shop
- Ensuring all playing surfaces are fit for purpose by removing leaves or debris if present
- Undertake routine maintenance checks of equipment within the Leisure Centre making sure everything is kept in good order
- Be able to set up and dismantle sports equipment following training as and when required.
- Undertake maintenance checks of equipment as outlined for planned preventative maintenance. Reporting any repairs required to the site helpdesk
- Ensure energy conservation procedures are attended to (heating/Lights).
- Act as first point of contact for visitors and customers dealing with their enquiries as appropriate
- Answer the telephone and deal with enquiries in addition to checking the answerphone and dealing with any messages left
- Administer all aspects of the centre's bookings and courses, in person and via the telephone
- Issue sports equipment as required
- Sell sports consumables and maintain records in accordance with procedures
- Record all incidents or concerns in the log book at the end of each shift
- Log and insure lost property systems runs as instructed
- Provide customers and members with a high standard of coffee shop provision and service
- Undertake cleaning duties as necessary to maintain required standards of hygiene in the coffee shop area, including leaving the coffee shop in a clean and tidy state at the end of each shift.
- The post holder will comply with Health and Safety regulations and will be aware of the responsibility for their own personal Health, Safety and Welfare and that of others who may be affected by their actions or inactions.
- The post holder will undertake routine health and safety checks throughout the Leisure Centre
- The post holder will check and replenish first aid boxes on a monthly basis.
- The post holder will co-operate with the employer on all issues and procedure to do with Health, Safety and Welfare.

Additional Responsibilities

- Undertake any duties reasonably requested by the Headteacher or Line Manager

This outline job description sets out the main duties associated with the purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and routines. Appropriate training may be given to enable the post holder to undertake this new/varied work.

SAFEGUARDING

Thomas Gainsborough School and Cornard Leisure Centre is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).