Job Profile

OVERVIEW:

Job Title:	Leisure Attendant Wetside
Grade:	FC3
Base:	Levenmouth Swimming Pool
Location:	Leven
Reports to:	Duty Manager

ABOUT THE ROLE:

To supervise Leisure Centre users, including adults, youths, children and groups, to ensure the safe use of facilities and equipment and to ensure the cleanliness of the building

YOUR IMPACT

1. To undertake a range of duties in wet, dry and other areas which will include the cleanliness of all designated internal and external areas, control of facilities, issuing and safeguarding clothing and other personal belongings in the changing facility, assembling and dismantling facilities equipment, including sports and exhibition displays
2. To oversee the general safety and behaviour of the public and users and to direct their activities to prevent injury or misuse and damage to facilities.
3. To adhere to current operating procedures for the facility, including the facilities Normal Operation Procedures and Emergency Action Plan, the company's Safety policy and the Health and Safety principles contained therein.
4. To give trained assistance to Leisure Centre users in difficulty, including the use of appropriate appliances (trained assistance includes poolside and lifesaving skills)
5. To patrol the building in order to carry out routine maintenance and building security.
6. To supervise children's activities, including birthday parties and Activity Camps.
7. To carry out pool tests and assist in plant room operations as appropriate.
8. To attend regular training to maintain the required competency and fitness standards
9. Where required, to undertake basic administration functions including taking bookings, receiving cash through the computerised booking system, receiving customers, telephone calls and receiving goods.

10. To undertake other duties as required by centre management

A flexible approach is required as evening and weekend work is required

OTHER IMPACT:

The Jobholder may be required to perform duties appropriate to the job, other than those given in the job profile. The particular duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not, therefore, justify reconsidering the grade of the job. Such variations would be reflected in an updated job profile.

WHAT YOU WILL BRING:

Skills, Knowledge, Qualifications and Experience	Method of Assessment	E	D
Experience	Application Form		
Preparing and working with sports equipment facilities	References		x
Working with the public			
Working in a Leisure Centre Environment			
Education, Qualification and Training			
Current RLSS National Pool Lifeguard Qualification (NPLQ)		x	
Training qualifications – RLSS Unit 1&2.			x
First Aid Certificate			
Coaching / Teaching qualification			
Knowledge of Health & Safety issues			
Skills, Abilities and Knowledge (general)	Interview		
Demonstrate a knowledge of customer care requirements.	References	x	
Conscientious and hard-working			
Enthusiastic			x
Flexibility			
Organisational Skills			
Interpersonal and social skills			
Communications Skills	Interview	x	
Outgoing personality	References		
Working in a team environment			
Confident			
Punctual			x
Ability to listen.			
Ability to adapt.			
Health and Physical Attributes	References	x	
Ability to carry out the duties of the post effectively			
Positive attitude to the duties of the post	Pre-employment health screening		x

E = Essential Criteria D = Desirable Criteria

APPOINTMENT CONDITIONS:

- Eligibility to work in the UK
- Qualifications relevant to the post
- 2 References
- Pre-employment Health Screening
- Criminal Convictions Self Declaration form
- Driving licence (if applicable)
- Disclosure/PVG (if applicable

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