JOB DESCRIPTION

Job Title: Leisure Attendant		**Ref No:**	**JE Ref:** BM23
Department: Education, Skills and Community Wellbeing	**Band: 3**	**Location: DG1**	
Responsible To:	Duty Officer		
Responsible For:	Safe supervision of customers, maintaining cleanliness standards, customer interaction.		
Job Purpose:	Effectively supervise customers within the facility and ensure they comply with facility rules and Health & safety requirements. Effectively lifeguarding all customers within the facilities while on duty in the specified area Communicating with members of the public and other staff effectively. Setting up & dismantling equipment for sports and events Undertaking cleaning duties and ensuring the facility is presented to the highest possible standard.		
Main Responsibilities:	• To clean all areas of the building as required, external and internal. • To control facilities, including changing rooms, shower areas and toilets. • Assembling and dismantling of equipment, including sports, events and exhibition displays. • Be responsible for overseeing the general safety and behaviour of the Public and to prevent injury, misuse and damage to the facility. • To undertake a range of duties in games hall, pool hall area and all other areas of the facility as required. • To give trained assistance to leisure service users in difficulty. • To direct the activity of users to prevent injury, misuse and damage to facilities and equipment. • To undertake and comply with any Health and Safety instruction given. • To attend regular staff training sessions • To actively promote all DG1 & Leisure and Sport activities • To work at other Leisure and Sport facilities as and when the service requires. • To work within the principles of the Quest Management Scheme and promote continuous improvement.		

	• Any other duties commensurate with the level and nature of the post as required by the Director – Communities	
Job Activities:		
Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	**John McGauchie**	**Date: 06/04/2017**

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