
JOB DESCRIPTION

JOB TITLE	Leisure Assistant
TEAM	Operations
WORKING BASE	Worthing Leisure Centre
RESPONSIBLE TO	Operations Manager

OVERALL PURPOSE OF JOB

You will be responsible for ensuring the comfort and safety of all visitor, you will be setting up equipment/activities, carrying out cleaning duties and dealing with any additional customer needs.

MAIN RESPONSIBILITIES

Key areas of responsibility

- To deal with customers in a friendly and professional manner.
- To report any matter of concern to the Duty Manager immediately.
- To carry out cleaning duties as on the cleaning rota.
- To wear the prescribed staff uniform at all times.
- To carry out patrols of the centre.
- To prepare activity areas involving the setting up/dismantling of equipment.
- To ensure that all Centre equipment is stored safely and securely when not in use.
- To report any maintenance issues using the appropriate procedures.
- To assist the Duty Manager with any tasks involved in the operation of the Centre.
- To maintain any suggested training requirements.
- To comply with the Centre's Health and Safety procedures at all times.

Customer Service

- Ensure that a high level of customer service is maintained by being helpful, courteous and knowledgeable about products sold and building customer loyalty with regular visitors
- Work closely with the Management Team by communicating regularly and implementing systems

General

- This is not intended to be a full description of duties and staff will be expected to undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies. This job description is subject to variation as the needs of the centre and the Company may require.
- To undertake relevant training when required.

The Boulevard, Worthing,
West Sussex BN13 1NP

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Health and Safety:

- As a member of staff you are responsible for the safety and welfare of any staff under your direct control, and you must therefore have knowledge of the Company's Health & Safety Policy and relevant instructions to your area of work. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Health and Safety Co-ordinator. Copies of the current Health & Safety Policy and Safety Procedures are available in the Centre.

Other

- Work will be on a casual basis which requires predominantly evening and weekend shifts as required. There may well be some additional cover required for annual leave and sickness.

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