

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE	-	Duty Officer/Manager
POST NUMBER	-	TBC
WORKING BASE	-	Field Place
RESPONSIBLE TO	-	Operations Manager

OVERALL PURPOSE OF JOB

- Under the general supervision of the Operations Manager the postholder is expected to supervise staff in all areas throughout the facility and assist in the setting up of various activities.
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MAIN RESPONSIBILITIES

Health and Safety / Facility Management

- Supervision and direction of all centre staff.
- Set-up, operation and close of daily operation, events and corporate calendar.
- Ensure adequate standards of safety, cleanliness and hygiene are maintained.
- Carry out regular monitoring checks of all equipment and record, report accordingly.
- To attend to all first aid casualties and administer appropriate first aid.
- Ensure all records are maintained and the SDL Accident Reporting Procedures are followed.
- Ensure the appropriate emergency services are called if necessary.
- To assist with the training of staff in all aspects of their duties.
- Unlocking the building in the morning and / or securing the building at the end of the days operation as and when required.
- Ensuring adequate management records are maintained.

Customer Service

- Ensure that a high level of customer service is maintained by being helpful, courteous always.
- Work closely with the Management Team by communicating regularly and implementing systems.

Till and Cash Handling

- Checking and securing of the daily takings in accordance with company policy.
- Ensure safe handling on any cash taken.
- Undertake cashing up duties as and when required.

Registered in England and Wales | Company limited by guarantee | Company number: 9204269 | Charity number: 000000
Registered office: *Field Place, The Boulevard, Worthing, West Sussex, BN13 1NP*



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General

- 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.
- To undertake relevant training when required.

Other

- Work will be on a rota basis which requires flexibility to help cover extra shifts as required during periods of leave and sickness.

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