

# JOB DESCRIPTION



|                        |  |
|------------------------|--|
| <b>POST TITLE:</b>     | <b>RECREATION ASSISTANT</b>  |
| <b>POST NUMBER:</b>    | <b>LS10</b>  |
| <b>GRADE:</b>          | <b>B</b>   |
| <b>RESPONSIBLE TO:</b> | <b>DUTY OFFICERS, ASSISTANT MANAGERS, LEISURE MANAGER</b>  |
| <b>LIAISON WITH:</b>   | <b>All users of the facility, various organisations and community groups and other leisure team members.</b> |

## **KEY CORPORATE ACCOUNTABILITIES:**

To work as a team member in creating a safe and enjoyable environment for users of the leisure centres within Mid Devon. Liasing with management in working towards service excellence and goals set within the Community Plan.

## **KEY SERVICE ACCOUNTABILITIES:**

1. Assist in the cost effective and efficient operation of the facility as designated by the Assistant Manager/Duty Officer.
2. All duties to be carried out in accordance with current codes of practice, Health & Safety at Work Act 1974, COSHH and all standard operating/emergency procedures and any other relevant legislation.
3. Direct supervision of users and their safety within the facility.
4. Lifeguard cover for all swimming pool users (wet facility only).
5. Provide and administer immediate first aid treatments as necessary.
6. General cleaning of all internal and external areas.
7. Maintenance, setting up and storage of equipment.
8. Maintain a record of training and a minimum of 75% attendance at staff training sessions.
9. Perform till duties, both booking and cash collection, to assist reception at busy times.
10. Where required, perform end of day till operations to enable the organisation to fulfil cashing up procedures.
11. Keep up-to-date records or logs as required eg pool tests, cleaning logs etc.
12. Assist with internal/external marketing exercises.
13. Use and handling of chemicals for cleaning and water treatment etc

14. Present yourself and the facility in a professional manner.

**OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

**HEALTH AND SAFETY:**

The Council has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this Policy and comply with its content.

**RISK MANAGEMENT:**

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

**DATA PROTECTION:**

It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

**SINGLE EQUALITY SCHEME:**

The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

**SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:**

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

**REQUIRED COMPETENCY LEVEL**

| <b>COMPETENCY</b>      | <b>LEVEL REQUIRED</b> |
|------------------------|-----------------------|
| Communication          | 2                     |
| Leading and Developing | 2                     |
| Service Delivery       | 2                     |
| Working with Others    | 2                     |

For further information, please refer to the information attached to the recruitment pack on core competencies.

# PERSON SPECIFICATION

## RECREATION ASSISTANT



|                                       | ESSENTIAL  | DESIRABLE   |
|---------------------------------------|--|---|
| <b>Qualifications and Experience:</b> | <ul style="list-style-type: none"> <li>• RLSS NPLQ (wet side centres only)</li> <li>• Dealing with customers</li> <li>• First Aid qualification</li> <li>• Experience in a leisure related field</li> </ul>  | <ul style="list-style-type: none"> <li>• GCSE Maths and English</li> <li>• First Aid at Work Certificate</li> <li>• NVQ Level II in sports recreation</li> <li>• Sports/coaching awards/certs</li> </ul>  |
| <b>Knowledge and Expertise:</b>       | <ul style="list-style-type: none"> <li>• Basic health and safety issues</li> <li>• Understanding of use of EAP's and NOP's</li> </ul>  | <ul style="list-style-type: none"> <li>• Familiarity with IT systems particularly MS based systems</li> </ul>   |
| <b>Skills:</b>                        | <ul style="list-style-type: none"> <li>• Ability to record and report issues related to operational safety, quality control and First aid reporting</li> <li>• Ability to make simple reports</li> <li>• Ability to deal with customers' complaints in an efficient pro-active manner</li> <li>• Numerate skill to deal with day to day cash and stock requirements</li> <li>• Ability to deliver services effectively in relation to established codes and practices</li> </ul> | <ul style="list-style-type: none"> <li>• Willingness to undertake continuing professional training</li> <li>• Willingness and ability to assist in the management of programmes and activities</li> </ul> |
| <b>Personal Attributes:</b>           | <ul style="list-style-type: none"> <li>• Tact &amp; diplomacy when dealing with customers</li> <li>• Attention to appearance looking professional and corporate at all times</li> <li>• Committed to equality of opportunity and understanding of diversity issues</li> </ul>  | <ul style="list-style-type: none"> <li>• Physically fit</li> <li>• Strong swimmers (lifeguards)</li> </ul>  |
| <b>Special Requirements:</b>          | <ul style="list-style-type: none"> <li>• Able to work shifts, weekends and bank holidays</li> </ul>  |   |

Date: August 2018