

SMITHILLS SCHOOL – SPORTS CENTRE

JOB DESCRIPTION

POST:	Recreation Assistant
GRADE:	Grade 2 SCP 11 - £8.19 per hour
HOURS:	Casual
SHIFT HOURS BETWEEN	Week day evenings: 5pm-9pm Saturday – Sunday 9.30am-2.30pm
REPORTS TO:	Duty Manager
RESPONSIBLE FOR:	All customers using Smithills Sports Centre
BASE:	Smithills Sports Centre

JOB PURPOSE

1. To work as one of the Sports Centre team to ensure to the satisfaction of the Duty Supervisor the safe and efficient operation of the Sports Facilities through effective use of resources and compliance with operational procedures.

MAIN DUTIES AND RESPONSIBILITIES

1. To have sound understanding of the safe use of all equipment in the Sports Centre and pool area
2. To ensure that all manual handling of equipment is adhered to, maintained and checked to the specified standard.
3. To ensure that all areas and equipment are maintained to specified levels of cleanliness and hygiene.
4. Safety and control of customers in accordance with the 'Code of Conduct' and other relevant guidelines, policies and procedures as provided, to prevent injury, misuse and damage to facilities in all areas.
5. To ensure vending machines are regularly stocked and emptied of cash each night and also that stationary, cleaning and first aid stocks are maintained.
6. To attend meetings and training relevant to this post.
7. To promote the school's Equal Opportunities Policy in terms of employment and delivery of service.
8. To safely prepare all facilities for public use e.g. changing areas, pitches, equipment, etc.

9. To have a sound understanding of the safe use of, and storage of cleaning chemicals and cleaning equipment at the swimming pool.
10. To give assistance to customers seeking advice and information.
11. To ensure that complaints, accidents, damage and/or suggestions are referred to the Duty Manager.
12. To ensure that lost property is correctly delivered, recorded and secured.
13. To give assistance to general labouring and portering duties and to ensure that standards of security, stock and equipment are maintained.
14. To carry out patrols both inside and outside the building and report any breaches of conduct/safety to the Duty Manager.
15. Internal and external cleaning, other hygiene duties in accordance with work schedules and the needs and demands of the service.

OTHER DUTIES AND RESPONSIBILITIES

1. The above requirements of the job are intended as a basic outline. There will be other tasks related to ensuring customer satisfaction and the care and safety of customers and Recreation Assistants will be expected to adopt a flexible and helpful approach.
2. In addition to these responsibilities, Recreation Assistants will be expected to conform to the 'Codes of Conduct' for all staff and will be expected to comply with the Scheme of Conditions of Service for APT and C Staff relating to conduct and confidentiality and with the school's procedures, policies and processes.
4. To undertake any other duties as and when required by Management that are commensurate with the grade and job title of the post.
5. To be flexible and cover occasionally for holidays and absence.

Date: December 2017

This Job Description is current at the date shown but, in consultation it is liable to variation by Management to reflect, or anticipate change in, or to the job outlined.

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PERSON SPECIFICATION – Recreation Assistant

	Essential/ Desirable
EDUCATION & QUALIFICATIONS	
<ul style="list-style-type: none">▪ Current First Aid Certificate	D
EXPERIENCE RELEVANT TO THE JOB	
<ul style="list-style-type: none">▪ Experience in dealing with the general public	E
<ul style="list-style-type: none">▪ Experience in working in the service Industry	D
<ul style="list-style-type: none">▪ Experience with cleaning chemicals and equipment.	E
<ul style="list-style-type: none">▪ Willingness to work unsociable hours	E
<ul style="list-style-type: none">▪ Practical experience of using a PC	E
ABILITIES & SKILLS	
<ul style="list-style-type: none">▪ Good Interpersonal and organisational skills	E
<ul style="list-style-type: none">▪ Friendly outgoing person who likes to meet different people	E
<ul style="list-style-type: none">▪ Willingness to work when most people are enjoying their leisure time	E
<ul style="list-style-type: none">▪ High standards of personal presentation and appearance	E
<ul style="list-style-type: none">▪ Ability to liaise with all users	E
<ul style="list-style-type: none">▪ Ability to provide a customer orientated service	E

	Essential/ Desirable
▪ Flexible and helpful	E
▪ Effective written and oral communication skills	E
▪ Ability to work on own initiative with minimum supervision	E
▪ Ability to pursue further training opportunities	E
KNOWLEDGE & AWARENESS	
▪ An affinity with sport and an understanding of the needs of customers of sports and leisure facilities	E
▪ Knowledge of equal opportunities	E
▪ Knowledge of customer care	E
▪ Awareness of Health and Safety policies, practices and procedures	D
▪ Knowledge of the service Industry and high standards of cleaning & hygiene	E
February 2017	