

SMITHILLS SCHOOL

SMITHILLS SPORTS CENTRE

JOB DESCRIPTION

POST:	Fitness Instructor/ Duty Supervisor
GRADE:	point 13 fixed
HOURS:	Part-Time & Casual Evenings and Weekends
REPORTS TO:	Duty Manager/Centre Manager
RESPONSIBLE FOR:	All Customers using Sports facilities.
BASE:	Smithills Sports Centre.

JOB PURPOSE

To work as one of the Sports Centre team to ensure to the satisfaction of the Duty Manager 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 a sound understanding of the safe use of all equipment with particular emphasis on the Fitness Room.
2. To ensure that all persons using Fitness equipment receive instruction in the safe use of the equipment.
3. To advise and provide customers with appropriate Fitness training programmes.
4. To provide, after training, a competent Fitness Testing service and to ensure that all customers using the Fitness Room undergo a Fitness Test before using the equipment.
5. To positively assist with the marketing initiatives implemented for the Fitness Room to ensure that annual attendance level targets are achieved.
6. To assist with the development and operation of fitness initiatives with the Centre and within a specified outreach area of the Centre.

7. To ensure that all equipment is maintained to the specified standard.
8. To ensure that the equipment and sports areas are maintained to specified levels of cleanliness and hygiene.
9. To ensure that all persons using the Fitness Room are in possession of a valid receipt and Fitness pass.
10. To attend training and meetings relevant to this post.
11. To maintain records.
12. To ensure safety and control of customers in accordance with the centre's "Code of Conduct" and other relevant guidelines, policies and procedures as provided, to prevent injury, misuse and damage to the facilities in all areas.
13. To safely prepare all facilities for public use e.g. changing areas, pitches, equipment etc.
14. Internal and external cleaning, other hygiene duties in accordance with work schedules and the needs and demands of the service.
15. To give assistance to customers seeking advice and information.
16. To ensure that complaints, accidents, damage and/or suggestions are referred to the Duty Manager.
17. To ensure that lost property is correctly delivered, recorded and secured.
18. To give assistance to general labouring and portering duties and to ensure that standards of security, stock and equipment are maintained.
19. To carry out patrols both inside and outside the building and report any breaches of conduct/safety to the Duty Manager.
20. To promote the Council's Equal Opportunities Policy in terms of employment and service delivery.

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, care and safety, and the postholder will be expected to adopt a flexible and helpful approach.
2. In addition to these requirements and tasks, the postholder will be expected to conform to the "Codes of Conduct" for the centre and will be expected to comply with the Authority's procedures, policies and processes.

3. To undertake any other duties as and when required by management that are commensurate within the grade and job title of the post.
4. The postholder is expected to ensure he/she remains in possession of valid qualification certificates issued by the appropriate Governing Body.