



HIGHDOWN SPORT AND LEISURE

JOB DESCRIPTION SENIOR LEISURE ATTENDANT

MAIN PURPOSE OF THE JOB

Support the manager to achieve the safe, efficient and effective day to day operation of the facility

REPORTS TO: Duty Manager

CONTACTS All stakeholders

Main Duties and Responsibilities:

- Supervise the use of facilities by organisations and individuals, ensuring that high standards of safety are maintained.
- Ensure high standards of customer service are maintained at all times.
- Be responsible for the day-to-day management of all, records, stock control and retail activities as appropriately directed by the Duty Manager
- Be responsible for the management of First Aid and Emergency action during the Centre's opening hours.
- Ensure that the facilities comply with Fire, Health and Safety, Food and Hygiene Regulations.
- Ensure that the security of the premises is maintained at all times.
- Assist the Duty Manager with the development of a comprehensive programme of use.
- Be responsible for the supervision of reception.
- Be responsible for the operation and maintenance of electrical, disinfection and filtration plant, where appropriately directed by the Duty Manager
- To ensure that public and staff safety is maintained, particularly in circumstances where a higher level of risk is considered to exist.

- Where appropriate to assist the manager in achieving centre specific and section wide operational objectives.
- Support the Manager in making sure that HSL offers a customer focused service to help achieve continuous improvement and innovation in service delivery.
- Attend meetings as required during working hours, or with a minimum of 24 hours notice for out of hour's meetings.
- Perform any other relevant activities, commensurate with the grading of the post, in negotiation with the Duty Manager.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organisation.