

**POST OF LEISURE & RECREATION ASSISTANT****JOB DESCRIPTION**

<b>HOURLY RATE:</b>	£9.90
<b>NO. OF HOURS:</b>	Variable Hours (as and when required)
<b>DATE PREPARED:</b>	April 2022
<b>RESPONSIBLE TO:</b>	Operational Supervisors
<b>RESPONSIBLE FOR:</b>	Not Applicable

**PRINCIPAL FUNCTIONS:****Overview**

Your role will be to act as an ambassador for The Pickaquooy Centre and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment.

You will be supported by the Operational Supervisor, ensuring that all operational functions throughout the Centre are fulfilled to the highest standard required as specified in the Centre's policies, operating procedures and working instructions.

**Main Duties**

1. To assist in the day to day set-up and take-down of Centre equipment ensuring that all Health & Safety requirements are met.
2. To undertake all tasks in respect of Health and Safety regulations at all times.
3. To undertake routine cleaning duties of all areas.
4. To assist in the checking all stores as allocated ensuring that agreed standards are maintained including the security of these stores.
5. To follow the reporting procedure in respect of the Centre's equipment and facilities, reporting any defects and quantity of unusable equipment.
6. To assist the Groundsman in the preparation of sports pitches and facilities.
7. To deliver a high level of Customer Service at all times.
8. To assist in the development of the Centres activity programme as and when required.
9. To read, review and follow all Operating Procedures and Work Instructions that are relevant to the post.
10. To assist in the set-up and take-down of sports and meeting/conference equipment for large events.
11. To assist in ensuring all equipment requested by Sports Clubs is delivered as per specified on booking forms.
12. To assist the other Centre departments as required ensuring the overall smooth operation of the Centre.
13. To attend regular Leisure Assistant team meetings.

14. To support wetside operations as required and when appropriately qualified.
15. To take part in relevant training courses and development activities as required in maintaining and improving knowledge and skills required for the role.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Professional / Educational Qualifications –</b> <ul style="list-style-type: none"> <li>• To hold a National Pool Lifeguard Qualification or willing to undertake the qualification</li> <li>• To hold a current UKCC sports qualification</li> <li>• To hold a First Aid qualification.</li> </ul>		✓  ✓ ✓
<b>Relevant work / other experience –</b> <ul style="list-style-type: none"> <li>• To have a working knowledge and understanding of the importance of Health &amp; Safety.</li> <li>• To have previous experience in the set up and take down of sports, meetings or conference equipment.</li> <li>• To have cash handling experience.</li> </ul>	✓	✓  ✓
<b>Skills and Abilities –</b> <ul style="list-style-type: none"> <li>• The ability to deliver excellent customer service.</li> <li>• The ability to follow instructions given in a timely manner.</li> </ul>	✓ ✓	
<b>Personal Qualities –</b> <ul style="list-style-type: none"> <li>• To have excellent communication skills</li> <li>• To have the ability to work well as part of a team.</li> </ul>	✓ ✓	
<b>Additional Job Requirements –</b> <ul style="list-style-type: none"> <li>• To attend ongoing staff training sessions.</li> <li>• To be willing to work on a rota system which will include early mornings, late finishes and weekends. (can work outwith school hours)</li> </ul>	✓ ✓	