

JOB DESCRIPTION

LEISURE CENTRE DUTY SUPERVISOR



Organisational information:

Responsible to: School Business Manager, Leisure Centre Manager

Functional links: Site Staff.

Main Purpose of Job:

To oversee the out-of-hours sports facility

Main Responsibilities / Accountabilities:

- Opening/closing of the centre
- Health & safety checks
- Membership enquiries
- Cleaning
- General admin duties

Job Activities (examples):

- Manage bookings and payments for the facility
- Deliver excellent customer service to hirers
- Assist with after-school clubs and fixtures
- Cleaning and simple maintenance
- Setting up and taking down sports equipment
- To be responsible for the security of the premises and its contents whilst on duty
- To operate any fire and burglar alarms and to report on any deficiency

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Remuneration: £8.91 per hour

Hours of work: Casual shift work in the evenings and weekends to cover for absences and staff holidays