

LEISURE ASSISTANT AND LIFEGUARD

JOB DESCRIPTION

Salary:	£15,950 - £16,210.
Hours of work:	37 hours per week including evening and weekend work.
Department:	Chesham Moor Gym and Swim

Purpose of job

Oversee both dry and wet side activities including lifeguarding and gym instructing together with reception cover.

Organisational responsibilities

The post holder will be responsible to the Deputy and Centre Manager and will have regular contact with other support staff, the public and Councillors.

Place of work

Chesham Moor Gym and Swim, Moor Road, Chesham

Duties and responsibilities

1. To assist with the day to day operation and safe running of the swimming pool, tennis courts, gym facility and all other ancillary rooms at the Centre.
2. Undertake lifeguard duties on poolside and inductions in the gym when required.
3. As receptionist, deal with all customer payments and enquiries, both face-to-face and by telephone and email and to undertake the cashing up of the till at the end of a shift.
4. Act as the Duty Manager on the occasions the Manager and Duty Manager are not in the building and to be responsible for the opening and closing of the facility on these occasions.
5. Assist in the preparation and operation of events and activities, including the set up and dismantling of equipment and minor repairs when required at poolside, tennis courts and within the building.
6. Occasional work within the café area serving customers with food and drinks and taking payment accordingly.
7. Ensuring workplace is clean, tidy and safe for the public and staff members and undertake cleaning duties when required.
8. Undertake inspection of pool safety equipment including rescue aids and alarms in accordance with the operating procedures and perform pool water tests when required. Inspect gym equipment periodically to ensure safe operation.
9. Ensure compliance with both the Normal Operating Procedures and Emergency Action Plan and to ensure adherence to all risk assessments.
10. Any other duties as may be required commensurate with the grade.

(continued overleaf)



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The postholder will be required to undertake an annual appraisal in accordance with the Town Council's aims and objectives.

The successful candidate will need to be a qualified lifeguard and, ideally, have a gym instructor's qualification but training can be given in this area.

The successful candidate must also undergo a DBS check if such certification does not already exist. As the role requires a great deal of direct communication and interaction with the public, applicants should be able to demonstrate both good oral and written skills.

Closing date: Friday 5th May 2017.

To obtain an application form:
visit: www.chesham.gov.uk
e-mail: admin@chesham.gov.uk
telephone: 01494 774842 (24 hour voicemail)

CVs are not acceptable forms of application.