

## JOB DESCRIPTION

Commercial Operations Leisure Services	
<b>POST:</b> General Assistant	<b>POST NO:</b> 9812 <b>GRADE:</b> Band B (spinal points 1-2)
<b>RESPONSIBLE TO:</b> Senior Duty Officer	<b>RESPONSIBLE FOR:</b> None

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices change in order to meet the demands of the service, new legislation or policies of the Council. It is expected that the post holder will contribute to and assist in the development of such changes.

### **JOB PURPOSE**

The role of the General Assistant is to assist with setting up and taking down of equipment, general duties, cleaning, coaching holiday activities and party co-ordination.

### **KEY ROLES AND RESPONSIBILITIES**

1. Ensuring equipment is set up safely and in a timely manner for customer use.
2. Assist throughout the day in ensuring the facilities remain clean.
3. To be constantly vigilant with regards to any Health and Safety issues.
4. To provide non specialist coaching following a predetermined programme
5. Other.

### **KEY TASKS**

- 1. Ensuring equipment is set up safely and in a timely manner for customer use.**
  - a) To safely set up and take down all sporting equipment, in accordance with manufactures instructions, ensuring that changeovers are carried out promptly and efficiently.
  - b) Ensure that all activities are set up on time and changeovers met.
  - c) Inform the Duty Officer of damage to the facility or any broken sporting equipment.
- 2. Assist throughout the day in ensuring the centre remains clean.**
  - a) Proactively carry out regular checks of the cleanliness of the centre facilities.
  - b) Effectively and efficiently carry out scheduled cleaning of the centre.
  - c) Help maintain a safe and hygienic facility for customer use.
- 3. To be constantly vigilant with regards to any Health and Safety issues.**
  - a) Inform the Duty Officer of any potential Health and Safety risks as per the daily inspection schedule.
  - b) Assist with emergency evacuations as per the centre's emergency action plan.
- 4. To provide non-specialist coaching within a predetermined programme**

- a) To provide basic non specialist coaching following a predetermined holiday activity programmes
- b) Maintain safe, informative, fun and productive sessions
- c) Inform the Duty Officer of any potential health and safety risks

**5. Other**

- a) To assist in the delivery of parties and bar and catering functions where required.
- b) To welcome customers and offer general assistance to them whilst in the centre.
- c) Cross-site working where applicable, to ensure the overall effective and efficient delivery of all Leisure facilities
- d) Positively contribute to the development of Leisure Facilities in all team meetings.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_