**JOB DESCRIPTION**

**JOB TITLE:** LEISURE ATTENDANT

**DIVISION:** SPORT AND RECREATION

**GRADE:** BAND 6 (37 HOURS PER WEEK)

**RESPONSIBLE TO:** FACILITIES MANAGER

**POST REFERENCE:**  SR-104060

**Purpose of Post**

To ensure that the facilities are prepared, cleaned and supervised during all operational hours. To liaise closely with members of the general public in providing a safe, quality leisure experience.

**Key Relationships**

1. To work with existing and potential users of the facilities, as far as possible matching their requirements to the service which is provided.

**Main Duties and Responsibilities**

1. To supervise users within all areas of the Centre, performing aquatic rescues in accordance with the Centres codes of practice and emergency action procedures
2. To attend specific pool lifeguard training sessions ensuring that at all times the post holder is able to achieve the minimum standard required.
3. To undertake a comprehensive cleaning programme throughout the Centre under the general direction of the Duty Officer, Assistant/Facilities Manager ensuring that high standards of cleanliness and hygiene are maintained.
4. Assist in the preparation, set up and dismantling of equipment ready for customer use as directed by the Duty Officer Assistant/Facilities Manager.
5. To encourage and promote the use of leisure facilities to the widest possible audience and assist members of the public at all times.
6. To promote and maintain good public relations, customer care and health and safety practices within the Centre, in the interest of both customers and staff.
7. To report any defects or damage to equipment, fixtures or fittings throughout the Centre to the Duty Officer, Assistant/Facilities Manager.
8. To work as part of a team, promoting and maintaining high standards of appearance and mannerisms, projecting the staff and service in the desired image.
9. Contribute as part of a team to the ongoing development of the service, activities and programmes that is available to the public.
10. Any other duties of a related nature which might reasonably be required and allocated by the Duty Officer, Assistant/Facilities Manager.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date:

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**