

## JOB DESCRIPTION

Community and Leisure Leisure Services	
<b>POST:</b> Leisure Assistant	<b>POST NO:</b> BCP Band C
<b>RESPONSIBLE TO:</b> Senior Duty Officer - Operations	<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 Leisure Assistant is to support management in the effective operation of leisure facilities through lifeguarding, setting up and taking down equipment, general duties and cleaning,

### **KEY ROLES AND RESPONSIBILITIES**

1. To lifeguard all pool activities in accordance with Royal Lifesaving Society guidance.
2. Ensure equipment is set up safely and in a timely manner for customer use.
3. Assist throughout the day in ensuring the leisure facilities remain clean.
4. To be constantly vigilant with regards to any Health and Safety issues.
5. To provide non specialist coaching following a predetermined programme
6. Other.

### **KEY TASKS**

- 1. To lifeguard all pool activities in accordance with Royal Lifesaving Society guidance.**
  - a) Supervise the public participation of swimming activities at the leisure facility, ensuring safety and enjoyment.
  - b) Promptly carry out an emergency evacuation or deliver First Aid as per the centre's normal operating procedures.
  - c) Continually carry out the assessment of potential risks and eliminate/reduce wherever possible.
  - d) Enforce rules and regulations as set out in the normal operating procedures
  - e) Inform the Duty Officer if extra poolside cover is required.
  - f) Inform/advise public regarding safe practices whilst using the pool.
- 2. Ensuring equipment is set up safely and in a timely manner for customer use.**
  - a) Safely set up and take down all sporting equipment, in accordance with manufactures guidance, 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/Maintenance Technician of any structural damage to the facility or any broken sporting equipment.
- 3. Assist throughout the day in ensuring the leisure facilities remain 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.
- 4. To be constantly vigilant with regards to any Health and Safety issues.**
- a) Ensure that emergency equipment is positioned in the identified area and in good working order.
  - b) To inform the Duty Officer/Maintenance Technician of any potential Health and Safety risks as per the daily inspection schedule, to include irregularities such as water clarity and poor lighting, etc.
  - c) Promptly carry out emergency evacuation as per the centre's emergency action plan.
  - d) Deliver immediate first aid to staff or customers of the leisure site.
- 5. To provide non-specialist coaching following a predetermined programme**
- a) To provide basic non specialist coaching from predetermined holiday activity programmes
  - b) Maintain safe, informative, fun and productive sessions
  - c) To inform the Duty Officer of any potential health and safety risks
- 6. Other**
- a) To assist in the delivery of children's parties.
  - b) To welcome customers and offer general assistance to them whilst in the centre.
  - c) Staff must attend training once a month to maintain their lifeguard qualification. There are four sessions provided on a monthly basis across both the wet sites one of which must be attended.
  - d) Cross-site working where applicable, to ensure the overall effective and efficient delivery of all Partnership leisure facilities
  - e) Positively contribute to the development of the Partnership in all team meetings.

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

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