

Comberton Sports & Arts: Leisure Attendant

JOB DESCRIPTION

Last reviewed: October 2019

Salary: £5.78 per hour (under 18s), £6.15 per hour (18+), plus holiday pay

Hours of work: Casual hours – Specifically Mondays, with the opportunity for additional hours TBC per week. 52 weeks per annum

Line of Responsibility: The post holder reports to the Duty or Events Manager

Job Content

The post holder is responsible for:

- To assist in the maintenance of cleanliness and presentation of all the facilities
- To ensure high levels of customer service
- To ensure safety and well being of users at all times, helping to maintain a safe and clean environment
- Safely set up and take down equipment to support leisure bookings
- To maintain a high standard of cleanliness of leisure equipment
- Ensure cleaning and maintenance records are kept updated
- Assist the duty manager to ensure all booking requirements are met
- A high standard of personal presentation, etiquette and attire is expected
- To be prepared to work both indoors and outdoors
- To be flexible in the working hours. To cover shifts, as and when required
- To assist in finding cover for your shift (if necessary)
- To undertake any task reasonably requested by the duty managers.

Health and Safety

As a member of the operational team you are responsible for the safety and welfare of any staff under your direct control. You must have knowledge of Comberton Village College's Health and Safety Policy. If you consider anything that requires attention in this aspect it is your responsibility to report it to the correct people. Copies of the health and safety policy will be available from the reception office at the Comberton Sports & Arts Office.

It should be noted that the above is not necessarily a full definition of duties regarding this post. It will be expected that as part of the team you will be required to assist other staff in other duties as may be necessary.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the College ethos and its objectives, policies and procedures as agreed by the governing body.

- The post holder shall uphold the College's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.