

## Job Description

**Post:** Leisure Assistant, Assynt Leisure  
**Salary:** £9.50 per hour  
**Hours:** 16 hours  
**Responsible to:** Centre Manager

### KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- To be friendly and helpful to users and uphold a high standard of customer care.
- Operate the Plus 2 micro cash system, Cash handling and daily/monthly reconciliation.
- Work with the team to promote and market Assynt Leisure's activities and events via social media, website, and local distribution.
- To ensure the efficient and safe operation of all areas within the facility by performing regular safety and cleanliness checks, acting where required.
- Assist in the practical delivery of the facility's activity programme; including equipment set up/takedown and leading sessions.
- To undertake work-based training and to attend courses which would improve the standard of service offered by Assynt Leisure.
- To adhere to Assynt Leisure's Health & Safety procedures and ensure safe and acceptable user behaviour
- To bring to the attention of the manager any improvements that may increase the effectiveness and efficiency of the facility.

**Other duties:** The post holder may be required to perform duties other than those given in the job description and the duties and responsibilities attached to the post may vary from time to time without changing the general character of the post. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this Job Specification from time to time.

**Hours of work:** Given the nature of the facility the post holder will be expected to work a flexible work pattern, including evenings and weekends as required. The normal working week will be 16 hours.

**Leave:** The post holder will be entitled to annual leave, and statutory and public holidays as set out in the employee's contract of employment. It may be necessary for the post holder to work during a statutory/public holiday. In that case, a day off in lieu may be taken for every such day worked at a time to be agreed with the Manager.

## **PERSON SPECIFICATION**

**JOB TITLE:** Leisure Assistant/Receptionist

### **ESSENTIAL ATTRIBUTES:**

To carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

#### **1. EXPERIENCE**

- Experience of working in a leisure facility or comparable front-line customer service industry, cash handling and computer systems
- Experience of organising and delivering recreational activities is desirable however full training will be provided.

#### **2. EDUCATION AND QUALIFICATIONS**

- A coaching qualifications or willingness and ability to undertake training and achieve accreditation
- First aid certificate or willingness and ability to undertake First Aid training

#### **3. SKILLS/ATTRIBUTES GENERAL**

- Good communication skills
- Good level of numeric skills
- Ability to demonstrate competency on computer systems
- Knowledge and understanding of health and safety legislation in the workplace.
- To be focused on providing quality service and demonstrating exceptional customer care
- Be multiskilled person with ability to multitask and problem solve
- Have a flexible approach to shift pattern and duties

#### **5. INTERPERSONAL AND SOCIAL SKILLS**

- Be a responsible, self-motivated individual
- Ability to work as part of a dynamic team.
- Ability to motivate self and colleagues
- Energetic and enthusiastic personality who cares about health, fitness, and the wellbeing of their community.

