



JOB DESCRIPTION

Position:	Cleaner & Leisure Assistant
Location:	Assynt Leisure Centre, Lochinver
Hours:	Cleaning duties – 10hrs per week Leisure Assistant – Thursday's 5pm to 9pm & Saturday's (alternate) 12-5pm
Responsible to:	Centre Manager & Board of Assynt Leisure Ltd.
Job Purpose:	To undertake duties to ensure a high standard of cleanliness in the facility, whilst providing general leisure duties & reception administration.

Key Duties & Responsibilities:

- Cleaner -
- The cleaning of designated areas to ensure clean and hygienic conditions.
 - The cleaning of all surfaces including walls, fixtures, and fittings within the designated work area.
 - The cleaning of all sanitary areas, toilets, showers and bathrooms, and replenishment of disposables such as soap, paper towels and toilet rolls.
 - The care and cleanliness of all equipment used in carrying out the above duties.
 - To report any faulty equipment/machinery and potential hazards to your designated officer.
 - The ordering and effective stock control of materials using the necessary documentation issued by your designated officer.
 - Responsible for closure of all windows, doors and switching off lights.
 - There may be a responsibility for key holding for the purpose of entering and leaving of the work area.
 - The successful candidate is liable to be involved in strenuous activity e.g. operation of powered equipment, lifting and handling, climbing of stairs.
 - Responsible for Health and safety of him/herself and any other person who may be affected by his/her acts or omissions at work.
 - All employees must observe the highest standards of hygiene, courtesy, language, moral and general behaviour.



Assynt Leisure

Sport, Youth & Learning Centre

Leisure Assistant -

To comply with Health & Safety recommendations and any additional standards set by Highlife Highland and to be conversant with the role and responsibilities of the post.

To update self regularly on all written operating procedures and carry out accordingly.

To organise/lead activities and classes within the programme required by the management team, including children's term time and holiday activities and play schemes and gym.

To set out and take down equipment, ensure it is maintained to a high standard of safety and cleanliness.

To carry out routine maintenance of equipment and fittings as required.

To carry out general cleaning of all areas to a high standard.

To check for cleanliness and safety on a regular basis and ensure safe methods of work are achieved.

To provide first aid treatment if qualified and trained to do so.

To cover reception duties as required.

To maintain confidentiality and adhere to data protection policy.

To be friendly and helpful to users and uphold a high standard of customer care.

To work as part of a team and contribute to the development and promotion of the centre.

To attend training as required and achieve and maintain relevant qualifications.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. 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.



PERSON SPECIFICATION

Position: Cleaner & Leisure Assistant

Location: Assynt Leisure Centre, Lochinver

Qualifications:

- Willingness to undertake training as required.
- First aid (if not training will be provided).

Experience:

- Experience in a customer focused role.
- Experience in a range of cleaning duties.
- Awareness of Health & Safety Regulations relating to cleaning materials and equipment.
- Experience of working with children.
- Experience of organising and delivering recreational activities.

Knowledge and understanding:

- Work individually with limited supervision.
- Work as part of a team effectively and supportively.
- Able to communicate clear and follow instructions.
- Able to manage time effectively.
- Able to use initiative to deal with unexpected problems.

Skills and attributes:

- Well organised and methodical approach to work.
- Good attention to detail.
- Desire to deliver a high-quality service to customers.
- Flexibility in response to the changing demands of the post.
- Able to manage some lifting and carrying.
- Willingness to take responsibility for standard of work.
- Ability to organise and run activities for children.
- Excellent communication skills
- Excellent customer service skills.

Equal opportunities & safeguarding:

- A demonstrable commitment to supporting and promoting safeguarding, welfare, equality, and diversity.

Assynt Leisure is committed to safeguarding and promoting the welfare of all members & visitors, children, and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.