



Job Description

Job Title:	Leisure Assistant				
JE Code:	AA4269	Evaluation:	325 points	Grade:	N2
Date:	December 2017		Status:	Final	
Responsible to:	Benfield Sports Centre Duty Manager				
Responsible for:	N/A				
Job Purpose:	To provide a high quality service to all customers using the Sports Centre.				

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To ensure a high quality service is delivered to all customers and to deal with any matters raised either directly or by reference to the Duty Manager.
2. To ensure appropriate equipment, facilities and services are available for the implementation of the activity programme
3. To carry out cleaning duties across all areas of the facility, indoor and outdoor, to ensure the highest possible standards of cleanliness.
4. To set up and take down a full range of equipment ensuring all H&S guidelines and control measures are adhered to.
5. To assist in the operational duties associated with any events or campaigns
6. To undertake any minor technical duties and repairs and to record and report any maintenance issues that cannot be addressed immediately.
7. To ensure that all transactions are processed in accordance with the till procedures and any additional information recorded.

Organisation responsibilities

1. Assist in maintaining a healthy, safe and secure environment and act in accordance with the organisation's health and safety policies and procedures.
2. Promote and implement the organisation's Equality Policy in all aspects of employment and service delivery.

3. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the organisation's safeguarding and child protection policies and protocols.
4. Work to promote the vision and values of NEAT Active Ltd.
5. Participate in appraisal, training and development and other activities that contribute to performance management.
6. Attend and participate in regular team and 1:1 meetings.