

Lifeguard/Leisure Attendant: Job Description

<u>JOB TITLE</u>	Lifeguard/Leisure Attendant
<u>SCALE/SALARY</u>	£14.04 per hour (Casual Contract)
<u>RESPONSIBLE TO:</u>	Leisure Centre Duty Manager

JOB PURPOSE

- To be responsible for maintaining a safe poolside environment.
- Supervision of all pool users.
- Maintaining a high level of cleanliness and hygiene throughout the whole site, this will involve cleaning and litter picking.
- Assisting in all equipment set up and put down.
- Covering reception duties when required.
- Assisting swimming lessons as required.

MAIN CONTACTS

Leisure Centre Duty Manager, PFI Duty Manager, parents/carers and students.

DUTIES AND RESPONSIBILITIES

1. To undertake continuous swimming pool surveillance, recovery of bathers, resuscitation, first aid and general assistance in accordance with agreed procedures.
2. To maintain the relevant qualification by attending mandatory staff training on a monthly basis.
3. Be aware of and follow all procedures as set out in the Normal Operating Procedure (NOP) /Emergency Action Plan (EAP).
4. To communicate with members to deal with enquiries effectively and promote services, referring to supervision as appropriate. To maintain a high standard of customer care and service quality.
5. To support the Duty Manager in playing an active role in maintaining the security of the leisure village by managing club access while working on Reception.

6. To oversee general safety and monitor behavior of members to prevent injury, misuse and damage to facilities or unsocial conduct.
7. To maintain excellent hygiene standards by undertaking a systematic cleaning schedule and assisting with other areas as directed by the Leisure Manager. This may entail setting up courts and litter picking the external/internal areas of the leisure village.
8. Check for defects to equipment and facilities and report any faults to the management team.
9. To report any accidents or dangerous occurrences as soon as possible to the PFI Contract Manager / Leisure Manager.
10. Any threats to the health and safety of other staff and members should be reported immediately.
11. To reinforce Club rules where necessary and refer to the management team any members who fail to adhere.
12. To carry out basic maintenance and health and safety checks as directed by the management team.
13. To be aware of and comply with the College's Safeguarding Procedures, Health and Safety requirements, confidentiality and data protection policies.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.