

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE	-	Duty Officer
POST NUMBER	-	TBC
WORKING BASE	-	Worthing Leisure Centre
RESPONSIBLE TO	-	Assistant Manager & Facility Manager

OVERALL PURPOSE OF JOB

- Under the general supervision of the Duty Manager the postholder is expected to supervise staff in all areas throughout the facility and assist in the setting up of various activities.
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MAIN RESPONSIBILITIES

Health and Safety / Facility Management

- Supervision of all centre staff.
- Carry out Duty Manager duties as and when required.
- Ensure adequate standards of safety, cleanliness and hygiene are maintained.
- Carry out regular inspections of all equipment and maintain accurate records.
- To attend to all first aid casualties and administer appropriate first aid.
- Ensure all records are maintained and the SDL's Accident Reporting Procedures are followed.
- Ensure the appropriate emergency services are contacted if necessary.
- To assist with the training of staff in all aspects of their duties.
- Unlocking the building in the morning and / or securing the building at close of business as and when required.
- Ensure adequate staffing levels are maintained at all times.
- Ensure adequate management records are maintained as directed.
- Complete set ups / set downs as directed by the facility programme.
- Operation and supervision of all sporting and non-sporting equipment.

Customer Service

- Ensure that a high level of customer service is maintained by being helpful and courteous at all times.
- Work closely with the Management Team by communicating regularly and implementing systems

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Till and Cash Handling

- Checking and securing of the daily takings in accordance with SDL's Financial Regulations
- Ensure safe handling on any cash taken
- Undertake cashing up duties as and when required.

General

- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies.
- To undertake relevant training when required.

Other

- Work will be on a rota basis which requires flexibility to help cover extra shifts as required during periods of leave and sickness.
- When required support the operational team to complete out of hours deep cleans.

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