

South Downs Leisure

IDENTIFICATION OF JOB

JOB TITLE	-	Duty Officer
POST NUMBER	-	TBC
WORKING BASE	-	Lancing/Southwick LC
RESPONSIBLE TO	-	Operations 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.

MAIN RESPONSIBILITIES

Health and Safety / Facility Management

- Supervision of all centre staff.
- Ensure adequate standards of safety, cleanliness and hygiene are maintained.
- Carry out regular monitoring checks of all equipment and record, report accordingly.
- To attend to all first aid casualties and administer appropriate first aid.
- Ensure all records are maintained and the SDL Accident Reporting Procedures are followed.
- Ensure the appropriate emergency services are called 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 the end of the days operation as and when required.
- Ensure adequate staffing levels are maintained at all times
- Ensuring adequate management records are maintained
- Operation and supervision of: Heating and ventilation plant, disinfecting and filtration and all associated plant and machinery as directed by the Operations Manager.

Customer Service

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

Till and Cash Handling

Registered in England and Wales | Company limited by guarantee | Company number: 9204269 | Charity number: 000000
Registered office: *Field Place, The Boulevard, Worthing, West Sussex, BN13 1NP*



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www.southdownsleisure.co.uk

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- Checking and securing of the daily takings in accordance with the Council'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.

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