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**IDENTIFICATION OF JOB**

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**JOB TITLE** - Duty Manager

**POST NUMBER** - TBC

**WORKING BASE -** Wadurs Swimming Pool

**RESPONSIBLE TO** - Operations Manager.

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**OVERALL PURPOSE OF JOB**

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* Under the general guidance of the Operations Manager the postholder is expected to oversee the day-to-day operations of the facility. Key tasks may range from programming of pool activities to general maintenance and plant operations.

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**MAIN RESPONSIBILITIES**

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**General Operations of the facility.**

* To maintain adequate staffing levels.
* To supervise all site staff.
* Key holder duties: to include opening the building in the morning & securing the building at the end of the day.
* To manage high standards of safety, cleanliness, and hygiene.
* Carry out regular monitoring checks of all equipment and record & report accordingly
* Plant operations include carrying out water tests to monitor the water conditions and respond quickly to emergency scenarios.
* To set up & set down equipment for all activities.
* Liaise with the Swimming Programme Manager on the pool program timetable.
* Lifeguard the pool as required.

**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**

* 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.