

# South Downs Leisure

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## IDENTIFICATION OF JOB

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<b>JOB TITLE</b>	Duty Manager
<b>SALARY</b>	Circa £22,000 per annum (for 37 hours per week)
<b>HOURS</b>	3 weekly rota
<b>WORKING BASE</b>	Sea Lanes
<b>RESPONSIBLE TO</b>	Group Operations Manager & Group Facilities Manager

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## OVERALL PURPOSE OF JOB

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- Under the general supervision of the Operations 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

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### Health and Safety / Facility Management

- Supervision of all swimming pool staff and centre staff.
- Carry out lifeguard duties as and when required.
- 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 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.

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Registered office: *Field Place, The Boulevard, Worthing, West Sussex, BN13 1NP*



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- Working with key partners to deliver successful events at site.

## **Till and Cash Handling**

- Checking and securing of the daily takings in accordance with Financial Regulations.
- 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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