

# South Downs Leisure

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## IDENTIFICATION OF JOB

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JOB TITLE	-	Duty Manager
POST NUMBER	-	TBC
WORKING BASE	-	Splashpoint Leisure Centre
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 always being helpful and courteous.
- Work closely with the Management Team by communicating regularly and implementing systems.

### Till and Cash Handling

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- 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.

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