

## COOKSTOWN DISTRICT COUNCIL

<b>Post:</b>	<b>CASUAL LEISURE ATTENDANT</b>
<b>Department:</b>	Leisure Services
<b>Location:</b>	Based at Leisure Centre, Fountain Road, Cookstown
<b>Salary:</b>	Scale 2 point 11 £7.6365 per hour gross. Salary will be paid through the BACs system to the postholder's Bank/ Building Society Account
<b>Reports to:</b>	Leisure Services Manager or other Authorised Officer
<b>Hours of Duty</b>	As and when required. Hours of work will vary with evening and weekend work a necessary element of the job.

### **MAIN DUTIES**

- Supervision and safety of users, being responsible for the overseeing and general safety and behaviour of the public to prevent injury, misuse and damage to facilities.
- Fulfil swimming pool/lifeguard duties as required by Duty Officers, i.e. supervising swimmers in the pool or marina areas, and assisting users who get into difficulty etc.
- Supervision and operation of changing rooms and clothing lockers, including issuing and safeguarding of clothes and personal belongings as required.
- Maintain a high standard of cleanliness in all areas of the building including drains and outside areas.
- Assemble and dismantle equipment as required
- Record and report all accidents
- Assist with any training or coaching duties as required at the appropriate rate.
- Report any maintenance issues/damage to Council property to an appropriate Officer
- Required on occasions to open and close facilities as per operational needs.
- Required on occasions to collect all casual monies, issuing and collection of receipts and use of cash register, depending on facility
- Use a computerised booking system depending on facility
- Complete inspection of pitches before use.
- Act as steward and other related duties during events.
- Employees may be required to work split shifts.
- Implement the Council's Code of Practice and Health and Safety at Work Policy.
- Perform such other duties as may reasonably be required falling within the purview of the post.
- The job description is not definitive nor restrictive and may be modified to meet changing needs.

## **PERSONNEL SPECIFICATION**

### **Essential**

#### **Applicants must**

- hold a current National Pool Lifeguard Qualification (NPLQ) **OR** National Rescue Standard (NaRS) **OR** a Bronze Medallion of the Royal Life Saving Society.
- have experience of working with the public
- have the ability to work on own initiative and as part of a team
- have basic spoken English

### **Desirable**

- have good communication skills
- current First Aid qualification.

As part of the shortlisting exercise applicants will be required to undertake a swim test

### **GENERAL**

Prior to taking up duty the person appointed shall produce:-

- a) Official evidence of qualifications, if appropriate
- b) A copy of his/her birth certificate

General conditions of employment will be in accordance with the National Agreement on Pay and Conditions of the National Joint Council for Local Government Services