

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: Part Time Leisure Attendant

REFERENCE: COM919

SALARY SCALE: Scale 1B (scp 3-4) £12.45 to £12.65 per hour

The council is currently paying the Living Wage Foundation's Real Living Wage of £12.60 per hour for those aged 18 years or over. Enhancements are payable for weekend working. Time and half for Saturdays. Double time for Sundays.

HOURS OF WORK: 18.25 hours per week on a 2 week shift rota

POST NO: M162

SERVICE AREA: Ribble Valley 3G Pitches

RESPONSIBLE TO: Outdoor Pitches and Sports Development Officer

RESPONSIBLE FOR: -

JOB PURPOSE: To support the safe use of the RV3G and associated facilities including grass pitches as necessary, delivering the highest standards of customer service.

KEY RESULT AREAS:

- To perform leisure attendant and cleaning duties as necessary as required by the day to day operational needs of the service, including equipment maintenance and setting up.
- To undertake leisure attendant duties with respect to the synthetic area and the new pavilion, changing rooms and grass pitches in line with the facility's Normal Operating Procedures, and ensure that high standards of vigilance and customer care are maintained at all times.
- To undertake cleaning duties as specified in the facility cleaning schedules to ensure that high standards of cleanliness are maintained.
- To operate the equipment necessary to maintain the synthetic surfaces, including a mini tractor and drag brush.
- Safely move football goals, tennis posts and nets and any other equipment needed for the use of the facility.

- To provide first aid and deal with any incidents as necessary whilst on duty calling for appropriate assistance as necessary from other Council staff.
- To provide accurate information about the facility as requested and communicate clearly with customers and other staff at all times.
- To work either, as a member of a team or individually.
- To be responsible for ensuring customer use of the facility is consistent with the admission policy, especially in relation to the use of footwear and general behaviour.
- To deliver a high standard of customer care and maintain and project a positive, enthusiastic and friendly attitude.
- To be fully aware of the facility health & safety and emergency evacuation procedures as established in the Normal Operating Procedures (NOP) and Emergency Operating Procedures (EOP).
- To attend staff training sessions as appropriate.
- To have a high level of personal presentation and wear appropriate uniform at all times.
- To have a flexible attitude to work and undertake any other duties that may be required by your line manager.
- To ensure that the correct users are playing on the allocated spaces, be that grass or synthetic surfaces.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety and act in accordance with the Staff Handbook and the Driver's Handbook.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed Date

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
A good standard of numeracy and literacy.		Application/ Interview
A full UK Driving Licence.		Application/ Interview
Willingness to work towards a recognised First Aid Qualification (to be funded by RVBC and completed within 3 months of joining).		Application/ Interview
	Recognised First Aid Qualification.	Application/ Interview
	Coaching Qualifications.	Application/ Interview
Experience		
Working in a public orientated environment.		Application/ Interview
	Working in a public orientated leisure environment at sports centre or football facility.	Application/ Interview
Skills/Knowledge		
A positive and knowledgeable approach to customer service.		Application/ Interview
Ability to work on own initiative.		Application/ Interview
Ability to work as part of a team		Application/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
	Working knowledge of Health and Safety Legislation.	Application/ Interview
	A good understanding of sports leisure recreation.	Application/ Interview
Additional		
Physically capable of completing repeated:- <ul style="list-style-type: none"> • Getting on and off a ride-on vehicle • The manoeuvring of roll cages (attaching and removing from the ride-on vehicle) • Manual pushing, lifting and carrying tasks (eg goal posts) 		Application/ Interview
Excellent interpersonal skills.		Application/ Interview
Excellent organisational skills.		Application/ Interview