

ENABLE LEISURE AND CULTURE STAFF MUTUAL

Post: Sports Assistant

Post No.

Section: Sports Services

Grade: ENSc3

Job Description

1. Responsible to the Manager and Assistant Manager.
2. Responsible for the day to day operation of an Enable Leisure and Sports Services Sports Facility including the following:-
3. Ensures that the service is provided to the standards required by the organisation, Government Legislation and governing body rulings.
4. Attend to all routine office administration including but not limited to answering queries from the general public both verbally and in writing, managing bookings, recording all accidents/incidents, issuing tickets and facility passes and recording daily attendance figures.
5. Acts as receptionist by taking entrance fees, operating electronic booking and management system and checking and balancing tills at end of work period. Responsible for safe handling of cash and valuables
6. Prepares the facility for competition and training purposes, marking out sports pitches as required.
7. Assists customers by preparing and setting up equipment in advance and throughout the day as required. Attending to the public address system, and ushering large numbers of the general public.
8. Maintains and repairs the equipment as necessary.
9. Issues and monitors use of equipment.
10. Maintains the all facility areas as necessary by clearing any litter or untidy articles.
11. Maintains, keeps clean and tidies the facility including changing rooms, toilets and outside area etc. Carry out all cleaning duties as required.
12. Maintains and attends to any vending machines installed.
13. Responsible for taking deliveries of goods and equipment
14. Ensure that the premises are secure when locking up at night and being responsible for a set of keys.

15. Liaises with relevant officers to ensure the general security, upkeep and maintenance of the facility.
16. Liaises with clubs, associations and schools to promote and encourage use of the facility as and when required.
17. Performs any other duties as thought necessary to improve or develop the facility consistent with the experience and grade of the post holder and the needs of the service.
18. Participate in the Staff Development and Appraisal Scheme and undertaking training to meet the requirements of the job.
19. Responsible for adherence to the organisations Equal Opportunities policies in respect of both the staff and delivery of services to the public.
20. Promote the services of the department by assisting the public in person and by telephone, in a helpful and courteous manner.
21. Responsible for administering first aid in the event of an accident and ensuring that safety requirements are met in all areas.
22. Will assume, in the absence of management responsibility for the site.
23. Responsible for evaluation, implementation and compliance with Health and Safety legislation, to ensure safe working practices of all staff, public and contractors in his/her working environment, in accordance with the organisation and departmental safety arrangement, policies and codes.
24. Will be required, as determined by the Manager, to assist in carrying out duties at other sites, as deemed necessary.
25. To work a flexible shift system including evenings, weekends and bank holidays.

This job description is written in the form used for grading posts. It is not intended to be an exhaustive or final statement of the duties required of any particular post or postholder. Any proposal to change the job description will first be the subject of consultation with the postholder who may seek the advice of a personnel officer or staff representative.