

JOB  
VACANCY

# RECREATION ATTENDANT

## THE ALAN HIGGS CENTRE

### *Description:*

Coventry Sports Foundation are seeking to recruit enthusiastic individuals who will be required to undertake duties as a Recreation Attendant. The ideal candidates for this position will be hardworking, able to show initiative and will work well as part of a team.

Duties include setting up equipment, assisting in the crèche/playgroup as required, cleaning and dealing with customer enquiries.

The principal place of employment will be The Alan Higgs Centre.

The successful applicant will be required to work days, evenings and weekends, therefore a flexible attitude to shift work is essential.

### *Benefits include:*

- Free use of our facilities over three sites (Xcel Leisure Centre, Alan Higgs Centre & Centre AT7)
- Excellent training and development prospects

### *Department:*

Operations

### *Hours:*

2 X 32.5 hour positions available  
(over a 3 week Rota)

### *Hourly Rate:*

£6.39 (topped up, if applicable, in accordance with the NLW and NMW)

For an application pack and to apply online, please visit [www.covsf.com/jobs](http://www.covsf.com/jobs)

Closing date for applications: 19<sup>th</sup> May 2017



## Employment Specification

**Job Title:** Recreation Attendant

**Job Purpose:** To assist the Duty Manager in the daily operation of the Sports Centre's facilities and activities.

**Responsible To:** Centre Manager

**Responsible For:** Work Placements

### **Main Tasks:**

- To attend training/refresher courses as appropriate to maintain qualifications and to be responsible for ensuring that all necessary qualifications are kept up-to-date.
- To assist with maintaining the cleanliness and appearance of the Centre and its surrounding site at all times.
- To continually refer to booking sheets and erect/dismantle equipment as appropriate.
- To gain experience and obtain governing body qualifications in a range of sports/activities.
- To provide assistance in aspects of coaching and session delivery.
- To provide assistance for the care of under 5's Centre's Crèche.
- To contribute to the professional development and guidance of Further Education and Work Placement students.
- To become familiar with the various procedures of reception duties, including all administrative aspects of record keeping and filing.
- To assist with the re-stocking of vending machines as required.
- To visit venues outside the Centre as required to promote the activities of the Foundation.
- To patrol the building regularly and report any problems/breakages to the Duty Manager.
- To attend any relevant meetings and forums as required.



- To assist in emergency situations in accordance with the procedures detailed in the company's Health and Safety policy.
- The employee will be required to work and carry out the tasks as defined in the Employment Specification at a range of sites that are either operated or managed by the Foundation.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities between the facilities of the company.
- To generally help promote the work and public image of the company, by always maintaining high standards of personal appearance and adopting a friendly but professional approach to the public.
- To undertake other duties, as specified by Line or Senior Management which are appropriate to the level and general responsibilities of the post.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.

## Person Specification

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Working knowledge and experience of the day to day duties within a leisure facility</li> <li>General knowledge of Health and Safety practices surrounding sports and leisure facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Basic IT knowledge and literacy.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work as part of a team or under own supervision.</li> <li>Ability to use initiative in unsupervised settings.</li> <li>Good standard of literacy and numeracy.</li> <li>Good communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Sports coaching qualifications.</li> <li>First aid qualification</li> <li>Customer care skills</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Good level of self-motivation.</li> <li>Outwardly enthusiastic and self-motivated</li> <li>Show a flexible approach to work.</li> <li>Provide support to others.</li> <li>Adaptable and approachable.</li> </ul>	<ul style="list-style-type: none"> <li>Desire to further training and career development prospects.</li> </ul>
<b>Other</b>		<ul style="list-style-type: none"> <li>Broader interest relating to sport and leisure</li> <li>Ability to travel between sites in a working day.</li> </ul>