



## Great Aycliffe Town Council

### Appointment of Casual staff/sports attendant and cleaner

**£9.43 per hour**

We have a casual vacancy for sports attendant/cleaner at the Oak Leaf Sports Complex. Come and be part of our team working in a small friendly environment with the opportunity to expand your skills and knowledge in the leisure industry?

The post holders will be required to work as and when required. The job description and person specification can be found on the Town Council website [www.great-aycliffe.gov.uk](http://www.great-aycliffe.gov.uk). Please send your CV to [andrew.clark@great-aycliffe.gov.uk](mailto:andrew.clark@great-aycliffe.gov.uk). The successful candidate will be required to complete an application form.

The post holder must be 18 years or over, due to being required to work in licenced areas.

Closing Date – 12noon Monday 6<sup>th</sup> December 2021

Short Listing – 6<sup>th</sup> December 2021

**Interviews will be held on – Thursday 9<sup>th</sup> December 2021**

**GREAT AYCLIFFE TOWN COUNCIL  
OAKLEAF SPORTS COMPLEX**

**JOB DESCRIPTION**

<b>POST:</b>	<b>Casual staff/ sports attendant and cleaner</b>
<b>RESPONSIBLE TO:</b>	<b>Centre Manager/Duty Manager</b>
<b>SECTION:</b>	<b>Leisure</b>
<b>SALARY:</b>	<b>£9.43 per hour</b>

**Purpose of the Job**

To assist in the provision of an effective and high-quality leisure service at the Council's Oak Leaf Sports Complex or at such other premises owned by the Council at which such services are provided in line with the relevant Council policies and procedures.

**Main Duties and Responsibilities**

1. To prepare public and sports area for use, including setting up and de-rigging of equipment and proper storage of equipment.
2. To assist in the cleaning of the Complex as instructed by the Manager/Duty Manager
3. Ensure that appropriate chemicals are used in the correct manner to clean designated areas in accordance with training and COSHH regulations.
4. To provide a friendly and helpful service to customers of the Sports Complex.
5. To patrol the Sports Complex to prevent vandalism / theft.
6. To inform the Manager/Duty Manager of all incidents requiring specialist handling, e.g. theft, accidents, customer complaints, indecent assault, physical assault, etc.
7. To assist in the provision of bar services and to assist with the catering area when required
8. Provide excellent customer service. Dealing with customers and staff by being flexible in accommodating their needs and prioritise tasks effectively without the need for supervision
9. To be conversant with all over departmental duties including sports attendant and cleaning.
10. To supervise and provide children's activity courses.

**Health & Safety**

11. To fulfil the post holder's duties as set out in the Council's Health and Safety Policies.
12. To be responsibility for your own health and safety
13. Ensure a safe working environment for yourself, members of your team, members of the public and others who may be affected by your team's activities.
14. To co-operate with the Town Clerk and other managers, so far as is necessary, to enable compliance with and fulfil the requirements of the Council's health and safety rules and legislative requirements.

## **General**

15. Work as part of a team to maintain the highest standards of cleanliness and service.
16. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post, thereby ensuring an effective service is maintained.
17. To undertake such other duties, commensurate with the grade and responsibilities, as may be required from time to time by the Manager.
18. To cover vacant shifts as requested.
19. To adhere to all Council policies and procedures.
20. To report any damage or maintenance problems discovered as a result of carrying out designated duties.
21. To maintain confidentiality at all times.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character of the level of responsibility or grade.

## PERSON SPECIFICATION

**JOB TITLE:** Casual Staff/sports attendant and cleaner

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>➤ Literate and Numerate</li> </ul>	<ul style="list-style-type: none"> <li>➤ 4 GCSE or equivalent.</li> <li>➤ First Aid certificate.</li> <li>➤ Coaching awards.</li> </ul>	Application form Original certificates
<b>EXPERIENCE/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>➤ Experience of dealing with the public.</li> <li>➤ Understanding of Health and Safety at work.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Health and Safety Training.</li> <li>➤ Knowledge of C.O.S.S.H regulations.</li> <li>➤ Awareness of the importance of stock control.</li> </ul>	Application Form  Interview
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>➤ Effective people skills.</li> <li>➤ Able to work well under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Innovative assessment of work situations and reacting accordingly.</li> </ul>	Interview
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>➤ Adaptable, flexible and efficient.</li> <li>➤ To work as required - weekends, evenings.</li> <li>➤ Must be willing to undertake training.</li> <li>➤ Able to take responsibility and show initiative.</li> <li>➤ Must be able to work as part of a team.</li> <li>➤ Good communicator.</li> <li>➤ Is prepared to wear a uniform</li> <li>➤ Presents a professional and friendly disposition</li> </ul>		Application Form  Interview