

**GREAT AYCLIFFE TOWN COUNCIL  
OAKLEAF SPORTS COMPLEX**

**JOB DESCRIPTION**

**Job Title:** Sports Attendant (casual)

**Responsible to:** Manager/Duty Manager

**Salary:** Salary Scale 1 (ii) Point 2

**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 public use, including setting up and de-rigging of equipment and correct storage of equipment.
- 2 To assist in supervising, controlling and ensuring the safety of the public whilst they attend the sports complex and use its facilities.
- 3 To assist in the cleaning of the Complex as instructed by the Manager/Duty Manager.
- 4 Ensure that appropriate chemicals are used in the correct manner to clean designated areas in accordance with training and COSHH regulations.
- 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 Provide a friendly and helpful customer service. Dealing effectively with customers and staff by being flexible in accommodating their needs and prioritise tasks effectively without the need for supervision.
- 8 To be conversant with all other departmental duties including reception, bar/catering and cleaning and able to cover as directed by Duty Managers as and when required. Ensuring that the correct procedures are followed at all times.
- 9 To supervise sports activities, run junior sports sessions, and assist in the running of school holiday programmes.

## **Equipment / Stock**

- 10 Maintain stock control and rotated, record movement and wastage of stock as per policies and procedures.

## **Health & Safety**

- 11 To fulfil the post holder's duties as set out in the Council's Health and Safety Policies.
- 12 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.
- 13 Take care of your own health and safety.
- 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 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.
- 16 To provide mentoring and training to new and current staff.
- 17 Adhere to the staff rota and cover vacant shifts as requested.
- 18 To adhere to all Council policies and procedures.
- 19 To undertake an annual appraisal.
- 20 To undertake such other duties, commensurate with the grade and responsibilities, as may be required from time to time by the Manager.
- 21 Participate in team meetings and contribute ideas, etc where possible.
- 22 Report any damage or maintenance problems discovered as a result of carrying out designated duties.
- 23 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 or the level of responsibility or grade.