



February 2017

1. JOB IDENTITY

Post Title:	Leisure Assistant (Dry)	Service:	Education & Children's Service
Section:	Leisure	Grade:	Tech Op C
Reports to:	Duty Officer		

2. JOB PURPOSE

- Deliver the safe operation of recreational facilities, excluding swimming pool
- There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

3. CORE RESPONSIBILITIES / DUTIES

- Carry out inspections, including health & safety and ensure safety of all users
- Take part in the staff supervision, planning, training and development
- Deliver a high standard of customer care
- Assist the duty officer with advertising and promotion of all services
- Control the environments and associated plant within set standards
- Maintain security of the building and estates
- Comply with all financial procedures
- Ensure the administrative functions are carried out accurately and in a timely manner

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
- Desirable:**
- Relevant sport/leisure qualifications
 - Relevant health & safety qualification

5. EXPERIENCE

- Desirable:**
- Experience of working with the public
 - Experience of working within a leisure facility
 - Cash handling experience
 - Experience of working in a similar position

6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to work on own initiative and as part of a team
 - Ability to work to a high level of accuracy, with attention to detail
 - Customer care skills
 - Good communication skills
 - Willingness to work regular unsocial hours
 - Ability to work unsupervised
- Desirable:**
- Awareness of health & safety

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	No applicable to this post
Work Smart	This position is designated as a 'Fixed' post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/