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Sandwell Leisure Trust

Role Title Relief Duty Manager		Section Various
Rate of Pay £12.00 (rate is inclusive of First Aid Allowance)	Hours As and when required	Location Various
Responsible to Facility Manager	Contacts Centre Users, Officers of the Trust and Sandwell MBC, prospective users and suppliers, customers, other employees of the Trust	Person responsible for: (May be presented in the form of an organisation chart) Attach separate sheet Receptionists, Leisure Assistants, Fitters, Cleaners, Casuals Employees and Instructors/Teachers

Special Conditions

Uniforms, where applicable, and identification cards/badges to be worn. Attendance on other courses as determined Service Managers.

This role description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Role summary

Assist the Manager in the safe and efficient operation of the centre in accordance with Management Policy and Contract Specification.

The worker will also be a designated key holder for the centre and to provide management cover for the centre.

Your responsibilities are:

In addition to the responsibilities listed below, all workers must be flexible in their approach to undertake such other duties which are commensurate with the role holders salary grade, to achieve the objectives of the post.

It is the responsibility of each worker to carry out their duties in line with the Trust's policies on equality (please refer to the Policy Statement), harassment, and racial equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each worker should act as an exemplar on these issues and should also identify and monitor training for themselves and any employees they are responsible for in line with these policies and the equality standard. All worker must carry out responsibilities with due regard to the health and safety regulations.

Your duties are:

1. To assist in the day to day management of the facility, on a relief basis as required.
2. To supervise and assist when necessary, the cleaning of the centre and be responsible for the issue and control of cleaning materials and equipment.
3. To ensure that levels of cleanliness are in accordance with the contract specification.
4. To be responsible for the day to day supervision of staff.
5. To deal with the general public in respect of bookings, complaints or any query that may arise.
6. The formulation and implementation of staff training.
7. To ensure that all operations are carried out in accordance with Codes of Practice and Health and Safety at Work Act (including COSHH Regulations and Risk Assessments).
8. To be responsible for site security including opening and closing of buildings and setting alarms where necessary.
9. To carry out safety checks of buildings, plant and equipment and report any defects.
10. To ensure the supervision and safety of customers and staff.
11. To be responsible for the implementation and maintenance of records as necessary.
12. To assist in the programming of activities in order to promote a balanced programme of use and maximum use of the facility.
13. To ensure that equipment is issued, set up and dismantled at the correct time and that equipment is maintained in a safe and satisfactory condition (where applicable).
14. To carry out facility checks (internal and external) to prevent unauthorised entry.
15. To support reception staff in the day to day operation of reception.
16. To develop good working relationships with other Trust staff, the general public, schools, clubs and other users.
17. To assist at other facilities as and when required.

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| 18. | Preparation of reports and correspondence as required. |
| 19. | To represent the Service at various user groups or Centre Meetings. |
| 20. | To operate in accordance with the Trust's Policies on Data Protection and Acceptable Use of Information Systems and any procedures relevant to the job role. |
| 21. | All workers within the Service Area will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of the Service. Any changes resign will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions. |