

## Job Description

### Job Title: Building Supervisor

**Base/Location:** Ryland Centre, New Road, Bromsgrove B60 2JS

**Salary:** £17,866 per annum pro rata plus performance related pay  
(Actual for 34 hours £15,575 per annum)

**Hours:** 34 hours per week including early morning, evening and weekend working

**Responsible to:** General Manager

**Responsible for:** Customer Service Assistant, Fitness Workers, General Assistants, Group Fitness Workers, Sports Coaches

**Job Purpose:** As a member of the supervisory team, you will supervise the daily operation of the centre including service delivery, staff supervision/support, ensuring that safe and efficient operation of the site is maintained at all times.

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

#### Main Duties and Responsibilities:

1. To be responsible for the daily operation of the site, supporting specific site teams as is necessary in the provision of quality services.
2. To be responsible for site security including opening/closing of buildings, setting of security systems and be available for emergency call outs as necessary.
3. To support the service in the development and implementation of a Quality Management System.
4. To undertake and monitor cleaning and maintenance schedules on all areas of the centre. Monitor and supervise cleaning staff/cleaning contract to ensure that the highest standards of cleanliness and presentation are maintained.
5. To be responsible for stock check, ordering and monitoring of cleaning materials and equipment.
6. To operate and monitor fire and intruder alarms, reporting any defects and liaising with appropriate contractors.
7. To be responsible for the operation of heating and lighting systems together with the operation and basic maintenance of any other plant or machinery.
8. To monitor and record the use of utilities and report to the General Manager.
9. Grounds Maintenance teams from Bromsgrove School and contractors in relation to maintenance of the site.
10. Assist with the day to day operation of reception to include computer bookings, answering of telephone, dealing with customer enquiries, processing of memberships, vending machines, cash reconciliations and banking at a level of designated responsibility.
11. Undertake facility and equipment checks to ensure the safety of colleagues and centre users. Report and arrange maintenance/repair of equipment when required.
12. Assembling and dismantling of sports, recreation and leisure equipment and move to

various areas of the centre as required for all centre activities.

13. Ensure areas of activity are prepared before sessions and left in an appropriate and safe condition following session/s.
14. Assist and supervise in client retention schemes to ensure client retention is maximised and site budgets are achieved.
15. Promotion and marketing of gym, fitness classes, memberships and other activities to ensure membership targets are achieved.
16. To be responsible for the supervision of other employees as and when required.
17. Deliver relevant staff training to colleagues.
18. Actively participate in the organisation and running of special events/promotions both on and off site as determined by the General Manager.
19. Complete incident, accident and general reports and assist in investigations as required.
20. Attend meetings as when required.
21. Compile reports as requested.
22. Assist the General Manager in achieving targets set by SLT and provide evidence that targets have been met.
23. Operate at all times in accordance with Health and Safety Legislation, Safety Policies, Codes of Practice and Work Instructions.
24. Treat clients in accordance with SLT's Customer Charter.
25. Administer first aid as required.
26. Ensure the safety of facility users.
27. Respond and fully comply with the Emergency Action Plan.
28. At all times work in accordance with the Normal Operating Procedure and Service Specification.
29. Operate in accordance with SLT's Policies on Data Protection and Acceptable Use of Information Systems and any other procedures relevant to the job role.
30. To comply with and actively promote SLT's Smoke free Workplace policy.
31. At all times carry out responsibilities with due regard to SLT's policy and arrangements for health and safety at work and in accordance with health and safety legislation.
32. Operate in accordance with statutory requirements and SLT's standing orders, financial regulations and accounting instructions.
33. Undertake any other duties as appropriate for the running of the centre.