

Job Description

Role: Sports Centre Supervisor

Reports to: Operations Director

Terms:

- 35 hours per week
- £8.21 per hour (£8 per hour if under 25 years old)
- Day, evening and weekend shifts would be required
- 5.6 weeks per year holiday
- Pensions scheme available
- Minimum age of 18 years old

Responsibilities:

Customer Services

- Deal with telephone enquiries
- Take payment for goods and services offered within the centre
- Sell services and products
- Meet and greet customers

Administration

- Maintain facility website
- Use computers for e-mail, word processing, databases and spreadsheets
- Stock control
- Take bookings using an on-line system

Security and Safety

- Maintain the security of the facility and its contents
- Maintain health and safety standards within the facility

Maintenance and Housekeeping

- Perform basic repairs to equipment and facilities
- Carry out basic housekeeping/cleaning duties
- Set up and put away equipment

User Activities

- Supervise group activities

Other Activities

- From time to time the post holder may be asked to complete tasks not covered within the above list. In this case they will be expected to complete these tasks to the best of their ability.