

## JOB DESCRIPTION

### Job Title: Leisure Assistant

**Job Reference :** LA/04/22

**Salary :** 16 yrs – 17 yrs - £5.50 per hour  
18 yrs – 20 yrs - £9.00 per hour  
21 yrs – 22 yrs - £9.18 per hour  
23+ - £9.55 per hour

**Hours :** 40 hours a week to include weekday and weekend cover (5 shifts a week)

**Reports to:** Assistant Health Club Manager / Duty Managers

#### **POSITION SUMMARY:**

Ufford Park Ltd has an onsite Health Club and Spa, with a fully equipped air-conditioned gym, leisure pool, fitness classes, Thermal Suite and Spa facilities for both our members and hotel guests. We are looking for additional Leisure Assistants to join our team.

#### **Main Responsibilities / Key Accountabilities:**

- Upholding the company customer service standards
- Sell memberships
- Clean and maintain facilities
- Follow the company service standards for delivering customer service
- To hold the RLSS National Pool Lifeguard Qualification

#### **Planning and Organisation:**

- Carry out tasks as per the clubs cleaning rota
- Ensure all regular checks of the facility are completed
- Be proactive with additional cleaning that is required in the club
- Attend monthly Pool Lifeguard training, and be certified competent on a monthly basis
- Ensure that all pool rules as stated in the Club Safety Operating Procedures are followed at all times

#### **Decision Making and Use of Judgement:**

- Deal effectively with any emergencies that may arise (within a team environment).

#### **Essential Internal and External Relationships:**

- Complete sales tours for potential members

Every single member of staff at Ufford Park is critical to helping us operate. We can employ up to 150 people in peak season. All of our team members enjoy exclusive benefits such as lunch/dinner whilst on shift, free parking, a staff reward scheme, free golf, use of the pool, gym and discounted rates for use in our spa, accommodation, dining and treatments, 28 days annual leave (inclusive of Bank Holidays) and membership to the Nest Pension Scheme.

## EMPLOYEE SPECIFICATION

**POST TITLE:** Leisure Assistant

**DEPARTMENT:** Health Club and Spa

	<b>Essential</b> (Insert below those skills, knowledge, education and experience that you have identified as essential)	<b>Desirable</b> (Insert below those skills, knowledge, education and experience that you have identified as preferred but not essential)	<b>How Identified</b> (Insert below how you will identify if they have these essential or preferred qualities)
<b>SKILLS:</b>	NPLQ Lifeguard Qualification		Swim Test Certificate X 2 interviews
<b>EDUCATION / KNOWLEDGE:</b>	GCSE or equivalent	Good Customer Care skills	
<b>EXPERIENCE:</b>		Interest in health and fitness	