



## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Leisure Manager

**DEPARTMENT:** Leisure

**RESPONSIBLE TO:** Leisure Club Manager

### **PRIMARY PURPOSE OF JOB**

Full responsibility for the day to day operation of the Club in conjunction with the Leisure Manager. To be responsible for the safe hygienic and efficient operation of the Health Club

### **Summary of Duties and Responsibilities**

To maintain a safe and hygienic Health Club for all its users.

To ensure all facilities are used in a safe and correct manner.

To ensure all users of the Club understand and adhere to all Club Rules and Regulations.

To liaise with all users of the Club and maintain good hospitality within the Club.

To ensure the required cleaning is carried out and documented on a daily basis in order to maintain the required levels of hygiene.

To regularly check safety equipment, document and take immediate action against any shortfalls.

To monitor the use of the Club on a daily basis by members swiping in and hotel guests signing in.

To communicate with all departments on a daily basis, aiding the smooth and effective running of the Club / Hotel in particular the Maintenance Manager and General Manager.

To ensure all equipment and facilities are regularly checked and maintained.

To ensure all cashing up and paying are carried out correctly by all assistants. Any shortfalls to be followed up / documented.

To be aware of all financial responsibilities.

To assist in meeting all agreed financial budgets by monitoring and ensuring strict controls are in place and maximising sales opportunities.

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- a) memberships
  - b) other sales, leisure wear, solarium, beverages.
  - c) Ensure towel stocks are tightly controlled.

To keep training records up to date. To carry out all Department interview and selection procedures and appraisal and disciplinary processes.

To attend all Departmental / Operational Meetings.

To carry out any administrative tasks as required in conjunction with your job role

To devise new procedures, booking systems in relation to Leisure facilities at Grays Hotel.

To sell and promote facilities.

Responsibility to resource/purchase/stocktake leisure items as required.

To look after the Grays pool and leisure facilities and membership.

To carry out DM shifts as required at the hotels on a rota basis.

To control and monitor levels of disinfectants and cleanliness in the pool and spa at all times. To ensure all results are correctly followed up, adhering to guidelines laid out by the EHO / Hotel and to ensure all staff are conversant with these procedures.

To ensure all membership monies are paid in according to Hotel procedures.

To comply with and act in accordance with all Company fire regulations and to adhere to the Company's fire policy.

To act in accordance with all Health & Safety and hygiene regulations and to adhere to the Company's Health & Safety policy.

To attend all statutory training as & when requested. To keep up to date with Leisure legislation/requirements and any training as required.

To arrive at work at the correct time and in the correct uniform ensuring it is in immaculate condition.

To behave in a friendly and hospitable manner to all guests, customers and staff.

This JOB DESCRIPTION is not exhaustive, therefore the job holder may be required, from time to time, to carry out tasks as & when requested by Management.