JOB DESCRIPTION
Vacancy Ref: N2468

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Shift Leader</th>
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<tbody>
<tr>
<td>Present grade:</td>
<td>4</td>
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<td>Department College:</td>
<td>Sports Centre – Facilities Division</td>
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<td>Directly Responsible to:</td>
<td>Duty Manager</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Recreation Assistants, daily operations</td>
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Purpose of job:
The Shift Leader will work as part of a team ensuring the smooth and safe daily operation of activities and consistently deliver an excellent standard of quality service and efficiency. The Shift Leader will oversee the activities of Recreation Assistants and support the Duty Manager during normal operating hours including evenings and weekends.

Major Duties:
- To lead and work alongside a team of Recreation Assistants on a rota basis.
- To ensure excellent customer service is delivered at all times.
- To regularly patrol the Sports Centre to ensure that Health and Safety management is adhered to and security of the building is maintained.
- To ensure the highest level of hygiene and cleanliness throughout the facility.
- Assisting in marketing and recruitment of member’s.
- To ensure that staff adhere to risk assessments and safe systems of work when erecting and dismantling equipment and that activities are set up in time according to the booking system.
- To ensure the health and safety of swimming pool users through vigilant supervision of the pool in line with the Pool Safety Operating Procedures.
- To ensure that daily work sheets are complete at the end of each shift and the work carried out is to a high standard.
- To submit orders for equipment on a weekly basis.
- To complete regular pool tests and treatment to the pool as and when necessary.
- Undertake duties in accordance with the Sports Centre and University Policies.
- To act up to Duty Manager in their absence.
- Any other appropriate duties as determined by the Duty Manager, commensurate with the grade of the post.