



## **JOB DESCRIPTION**

**JOB TITLE:** Casual Leisure Assistant  
**DEPARTMENT:** Leisure  
**RESPONSIBLE TO:** Leisure Club Managers

### **PRIMARY PURPOSE OF JOB**

To assist in the daily operation of the Leisure Club activities and also maintain safety standards to the requirements of the Health & Safety Act.

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

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

Cleaning duties as per rota.

Assist at control panel (reception) with telephone bookings, coffee sales etc.

Have full working knowledge of membership administration.

Greeting and assisting with guests requirements.

Opening and closing down of the club.

Security of the club at all times.

Re-stocking items as required.

To be aware of and sell other hotel facilities.

Ensure that the club standards are up to Holiday Inn standards.

Maintenance of the pool plant as per rota.

Service of drinks and sundry items.

Issuing towels and other items.

Ensure all cashing ups are correct - shortfalls should be answered for.

Ensure all members swipe in and guests sign for fire procedures.

Supervision of pool and gym equipment.

Ensure towel stock is counted every day to monitor losses.

Ensure all pool tests are followed up, adhering to guidelines laid out by the EHO.

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

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 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.