

## **JOB DESCRIPTION**

- Job title:** **DUTY MANAGER - (FULL TIME)**  
**WOODFORD PARK LEISURE CENTRE**
- Responsible to:** Leisure Services Manager
- Hours of work:** 37 hours per week (inc. fixed morning, evening and weekend shifts)
- Job scope:** To assist the Sports Team in the day-to-day running of Woodford Park Leisure Centre and to take on the responsibilities of the Duty Manager when on shift.
- NOTE:** The post is based at Woodford Park Leisure Centre, however the post holder may be required to work at any other Woodley Town Council site whilst on duty.

### **MAIN DUTIES:**

1. To act as Duty Manager whilst on shift and to deal with any problems that arise.
2. To regularly check the building and equipment within and report any defects.
3. To set up and take down equipment for bookings and activities as required.
4. To be responsible for the security of the building, equipment and cash whilst on shift.
5. To take control of the building evacuation procedure in the event of the fire alarm sounding (and to lead the evacuation whilst on shift).
6. To ensure high standards of cleanliness and tidiness throughout the building at all times.
7. To deal with enquires and bookings and to assist in reception as required.
8. To handle any problems arising from customers and the general public (inc. complaints).
9. To complete regular cleaning and checking of the gym and equipment within.
10. To perform regular maintenance on the 3G pitch (including operating of the tractor).
11. Willingness to work flexibly in response to changing organisational requirements.
12. To assist the Sports Team with the running and organisation of sports / exercise sessions.
13. To undertake any other reasonable duties as required by the Leisure Services Manager.
14. To act in accordance with Woodley Town Council's Health and Safety Policies at all times.