



## JOB DESCRIPTION

### Duty Manager

GRADE / ANNUAL SALARY	L15 / £22,575 – 24,015	HOURS	37
RESPONSIBLE	To	Centre Manager	
	For	Recreation Assistants	

#### GENERAL DESCRIPTION OF DUTIES

To supervise the day to day operations of one of the Trust's Leisure Centres and the services it provides, acting in a front of house capacity to ensure the highest standards of service delivery to the customer. Initially based at Larkfield Leisure Centre, the role will involve working at any one of the Trust's portfolio of facilities as required.

#### SPECIFIC DUTIES

1. To act as Duty Manager on a pre-arranged shift rota in accordance with the operational requirements of the facilities.
2. To supervise the efficient operation of all recreational activities managed by the specific facilities.
3. To ensure the correct staffing levels for the operation of facilities in accordance with staff rotas.
4. To ensure the safety, security, and cleanliness of the Centre at all times.
5. To assist the Centre Management Team to arrange coaching and teaching services to customers at appropriate levels as required by the activity programmes.
6. To assist in co-ordinating the effective deployment of the facilities' resources, ensuring the maintenance of safe working practices and monitoring of safety procedures.
7. To ensure that reconciliation of all monies is carried out in accordance with the Trust's Financial Regulations and be responsible for checking all monies recorded on the daily shift.
8. To ensure records and checks are correctly completed at all times.
9. To act as an Appraiser to designated staff and to ensure Appraisals take place annually

## SPECIFIC DUTIES Contd.

10. To identify any training and development needs for line staff and to bring these to the attention of the Centre's Management Team.
11. To act as keyholder and to be "on call" in emergencies as required.
12. To establish, develop and maintain effective supervisory relationships with staff and the general public, and to promote the Centre, facilities and services, observing Customer Care practices at all times.
13. To assist in the organisation of and participate in the Centre's Special Events programme.

This job description is not intended to exclude any task, which the post holder might reasonably be required to undertake.