



JOB DESCRIPTION

Recreation Assistant

GRADE / SALARY	L7 / £17,778 to 19,215	HOURS	37
RESPONSIBLE	To	Duty Manager	
	For	N/A	

GENERAL DESCRIPTION OF DUTIES

To assist in the provision, promotion and development of services provided by the Angel Centre and connected sites, to meet customer needs.

SPECIFIC DUTIES

1. To facilitate and supervise the operational activities of the Angel Centre and connected sites as appropriate, ensuring the safety of users at all times
2. To ensure the safe and proper use of the Centre facilities and equipment by users, acting on and reporting accidents or damage as required by the Centre procedures
3. To efficiently prepare sports and community facilities, ensuring that equipment is safely stored and facilities remain clean and free from hazard.
4. To provide coaching and teaching services to Customers to appropriate levels as required by the Centre programmes.
5. To assist in the upkeep and security of the Centre facilities and immediate surroundings, as directed by the Duty Manager, making certain that standards of cleanliness and hygiene are maintained.
6. To ensure that all equipment is maintained in good order and safe condition and that any defects are properly reported.
7. To assist the duty manager with the collection and reconciliation of monies in accordance with the Trust's financial procedures.
8. To assist in the organisation of and participate in the Centre's Special Events programme.
9. To provide first aid assistance as necessary to promote recovery, and to fully report any such incidents.
10. To participate in any relevant training for the duties of the post and assist in achieving the key objectives of the Centre.

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