JOB DESCRIPTION

Job Title:	**Lifeguard**
Reporting to:	**Operations Manager**
Based at:	Lewes Leisure Centre
Hours:	39 hours/week
Salary:	£15,558.0 per annum

Purpose of Post
The key purpose of this post is to maintain constant surveillance of customers in the facility; acting immediately and appropriately to secure the safety of customers in the event of emergency. When necessary you will provide emergency care and treatment as required until the arrival of emergency medical services.

Customer Service
The priorities of the Leisure Attendants are:

1. To provide a friendly and efficient service to all customers.
2. To pro-actively provide information to promote the Centre to the public at all times.
3. To respond positively to customer enquiries.

General Tasks

- To clean all areas of the Centre including pool hall, changing rooms, toilets, showers, storeroom and drains to ensure exceptional standards of hygiene and cleanliness.
- To ensure that all users behave in an orderly manner at all times and take appropriate action should any member of the public misuse the facilities.
- To assist with the delivery of continuous improvement plans.
- To assist in the maintenance, use and updating of safety equipment and to ensure that the requirements of the Health and Safety at Work Act are properly adhered to.
- To be diligent about compliance with the Trust's Health and Safety Policy.
- To take on relevant responsibilities during Emergency Procedures.

General Tasks – Wet Side

- To lifeguard and supervise the pool area, assist swimmers in difficulty, undertake any necessary life-saving operations and apply First Aid as needed.
- To supervise changing rooms, showers and associated areas.
- To make and record periodic checks on chemical levels of the pool water and report to a manager should it fail to meet the required standards.
- To ensure the day to day preparation of the pool facilities for swimming lessons, special water activities and private parties.
- To assist the OM in organising special water activities for children during the school holidays.
- To maintain a National Pool Lifeguard Qualification including attendance at staff training on a monthly basis.

General Tasks – Dry Side

- To ensure day to day preparation of facilities eg equipment set ups.
- To undertake coaching/supervision of courses and sessions as required.

Other Duties
To carry out other duties as required.
To adhere to Wave Leisure Trust's policies and procedures.

I agree to accept this Job Description.

Signed:

Name:

Date:

PERSON SPECIFICATION – LEISURE ATTENDANT

	Essential	Desirable
Profile	Good interpersonal abilities Able to understand hazards related to pool conditions Tact and diplomacy when dealing with customers who are breaking the rules Ability to stay calm under extreme circumstances Excellent observation skills Quick reaction in dangerous situations Customer focused Driven and Enthusiastic Passion for providing exceptional service Team Player	
Experience	Similar work environment	
Qualifications	NPLQ (or ability to obtain NPLQ (or ability to acquire within two months) Interest free funding will be provided if you do not have this qualification)	Knowledge of COSHH regulations Coaching Qualification First Aid Certificate
Specialist Knowledge	Able to organise leisure sessions in at least one activity.	
Other	To be flexible to the changing demands of the business. To be able to follow Wave Leisure Trust Policies and Procedures.	