**JOB DESCRIPTION**

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| **Job Title:** | **Supervisor** |
| **Reporting To:** | Duty Manager & Business Development Manager  |

**Background**

Wave Leisure Trust Ltd (Wave) was formed in 2006 as a registered charitable company limited by guarantee.The Trust manages eight facilities on behalf of Lewes District Council, East Sussex County Council, and in partnership with Seaford Head School, Ringmer Community College, Priory School and Newhaven Town Council. Recently Wave also acquired Sport Eastbourne sites and East Grinstead Sports Club.

Over the years Wave has had one fundamental and driving purpose of ***“inspiring active lifestyles”*** and as such is determined to deliver to the Vision of being “at the heart of an improvement in health and wellbeing within the community”.

The five key pillars underpinning Wave’s Vision are; Achieving Excellence, Business Sustainability, Engaging Staff and Partners, Customer Choice and Delivering to the Community.

**The Post in Context**

We have taken positive steps in developing our site management’s approach to the ‘customer’s journey’. Through investment in facilities, systems and processes we have experienced growth in participation, but it is essential for us to continue to explore new opportunities for investment and partnership, to inspire active lifestyles within our communities.

The post holder will supervise and undertake all functions involved in the running of the site, including staff breaks, cleaning, reception and administration, site specific task and working to meet the business objectives of WLT to ensure long term financial sustainability.

**Job Purpose**

To assist in the management of the site, you will supervise and undertake all functions involved in the running of the site, including staff breaks, cleaning, reception and administration, site specific tasks and working to meet the business objectives of WLT to ensure long term financial sustainability.

**Customer Service**

The priorities of the Supervisors 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.
4. To work with all groups at the club.

**Operations**

* To ensure all operational procedures, checklists and work instructions are carried out to a high standard.
* To ensure the day-to-day preparation of facilities (equipment and/or areas of use).
* To undertake within the operational demands of the site, any tasks required from cleaning, reception, administration.
* To undertake the opening and closing of the site in accordance with published hours and ensure the facilities are provided for the public in accordance with Health and Safety regulations.
* To ensure a high standard of cleanliness and hygiene at all times throughout the shift.

**Administration**

* To assist the Management Team in checking stocks of materials held weekly and order replenishment; control their use and security.
* To check daily the state of the building, plant and equipment and record any repairs needed in the fault logbook.
* Whilst on duty, to be responsible for the security of the building and its contents.
* To undertake individual areas of responsibility as set out by the Duty Manager and Business Development Manager.

 **Staffing**

* To arrange adequate cover, breaks, rotas of staff, cleaning duties for the shift in accordance with the day’s programmes and events.
* To ensure customer service standards are met and staff are working to their maximum potential.
* To assist with the arranging of cover for staff in advance, taking into account usage, bookings, holiday entitlement and sickness.
* To ensure training records are kept up to date.

**Financial**

* To ensure that financial regulations, including the collecting of cash, are adhered to. Report any discrepancies to the Area Manager and/or Head of Finance immediately.
* Ensure that booking procedures as set out in general and financial instructions are followed.
* Reconcile daily sales and monies received.
* Check goods received against orders placed and authorise invoices for payment.

**Health and Safety**

* To be responsible for health and safety requirements of the site, equipment, premises and users during centre opening hours.
* Carry out periodic fire drills to ensure that site employees and coaches are familiar with procedures and that equipment is usable.
* Ensure that First Aid equipment is available and usable.
* To exercise all due care in respect of Health and Safety at Work and carry out the requirements of the Trust’s systems and procedures on Health and Safety.
* To assist the Duty Manager to ensure that the PMM is carried out.
* To attend monthly H & S meetings if required.
* To assist the Duty Manager to ensure all other testing and maintenance is carried out 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.

**Name:** ………………………………………………………………………………………………..

**Signed:** ………………………………………………………………………………………………

**Date:** ………………………….………………………………………………………………………

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**PERSON SPECIFICATION – SUPERVISOR**

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|  | **Essential** | **Desirable** |
| **Disposition** | * Customer focused
* Driven and Enthusiastic
* Passion for providing exceptional service
* Can do attitude
* Pro-active
* Team Player
* Interpersonal skills
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| **Experience** | * Staff supervision, leading teams to deliver high results and respond to changing priorities
* Cash handling/reconciliation and experience of following financial systems. Able to calculate figures for a wide range of applications.
 | * Previous experience of working in a Leisure Centre
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| **Qualifications** | * Current First Aid Certificate
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| **Skills** | * Strong interpersonal skills to adapt communications and approach to suit different circumstances
* Good organisational skills
* Excellent time management
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| **Other** | * To be flexible to the changing demands of the business
* To be able to follow Wave Leisure Trust Policies and Procedures
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