

Job Description

Job role:	Sports Centre Supervisor
Reporting line:	Manager
Hours:	20 hours per week (over 5 days)
Salary:	£11.50 per hour (paid monthly)

Responsibilities

- Process bookings and take payments for centre operations
- Daily use of centre booking and payment systems
- Cash handling including both customer payments, petty cash and cashing up
- Updating and maintaining centre records, including stock control
- Proactively dealing with enquiries both over the phone and in person
- Meet and greet customers on arrival to reception
- Maintain the security of the facility and contents
- Responsible for centre opening & closing on allocated shifts, including key holder duties
- Maintain health and safety standards in line with centre policies and procedures
- Set up and clear down of centre activities
- Running and supervision of centre activities
- Additional tasks as necessary when required

Skills

- Self-motivated, to work productively without direct supervision
- Strong communication, including a friendly manner both over the phone and in person
- Ability to follow both verbal and written instructions, accurately and consistently
- IT knowledge, including use of Microsoft packages
- Enthusiasm both within the role and being part of a team

Knowledge & experience (Desirable)

- Customer service including face to face interaction
- Awareness of health & safety
- Current First Aid Certificate
- Current and clear DBS certificate
- Knowledge of COSHH procedures