

HARWICH TOWN COUNCIL
JOB DESCRIPTION

<u>POST:</u>	SEASONAL LEISURE ATTENDANT
<u>LOCATION:</u>	PUTTING GREENS, LOWER MARINE PARADE DOVERCOURT
<u>REPORTS TO :</u>	THE CLERK TO THE COUNCIL
<u>HOURS OF WORK:</u>	11.00 HRS – 16.00 HRS ON ROTA BASIS (Subject to change)

JOB PURPOSE

To manage the putting green and crazy golf facility.

JOB ACTIVITIES

1. To be a key-holder for the leisure facilities. To open the facility each day and ensure the facility is securely locked each evening.
 2. To serve members of the public, issuing out equipment and ensuring collection after use.
 3. To take the relevant fee for use of the facilities.
 4. To maintain records and reconcile daily takings, paying funds into the Clerk to the Council periodically.
 5. To undertake daily risk assessments for Health and Safety purposes and report findings to the Clerk to the Council.
 6. To undertake general maintenance at the site and keep the site tidy and free from rubbish.
 7. To work with the Estate Supervisor to identify any necessary repairs or replenishment of consumable items.
 8. To work unsupervised.
- The postholder should seek the advice of the Clerk to the Council on difficult or contentious decisions.
 - The postholder must comply with all Council policies and procedures.
 - The postholder must take all reasonable steps to co-operate with their colleagues and create a harmonious working environment.

This job description is a guide to the duties the postholder will undertake. It is not exhaustive or exclusive and may change to meet working requirements.

HARWICH TOWN COUNCIL
PERSON SPECIFICATION
SEASONAL LEISURE ATTENDANT

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

Experience of serving the general public
Ability to work on own initiative
Able to demonstrate cash handling skills

DESIRABLE

Understanding of Health and Safety awareness (basic training to be provided as necessary)
Previous work in an unsupervised role/lone working

SKILLS

ESSENTIAL

Accurate numeracy skills in order to collate and report fees collected
Good communication skills
Excellent customer service skills

DESIRABLE

Basic maintenance skills including manual handling
Completion of Risk Assessments

The successful candidate(s) are expected to be reliable, punctual and trustworthy. As you will be representing the Council, you are also expected to be polite, friendly and amenable. You will be expected to work outside of normal Council operating hours, including weekends and Bank Holidays and therefore are expected to be able to use your own initiative and work without direct supervision.

Some awkward lifting (window shutters) will be required.

A flexible approach is essential, to accommodate changing shift requirements.

A basic uniform is provided for this role and must be worn at all times, when on duty.