

## Full/Part Time Lifeguard

### JOB PROFILE

<b>JOB TITLE:</b>	Full/Part Time Lifeguard
<b>RESPONSIBLE TO:</b>	Customer Service Manager through on shift Operational Supervisor
<b>SALARY:</b>	£11,953.36 pro rata
<b>RESPONSIBILITY:</b>	To assist in the effective provision of the day to day operations of the facility ensuring that all areas operate in accordance with the current N.O.P. (Normal Operating Procedures), E.A.P (Emergency Action Plan) and Health and Safety legislation.
<b>LOCATION:</b>	The principal locations of this post is the Leisure Waters and Competition Pool, however the post holder can be utilised in any section of the facility where they are competent and/or qualified to do so.

#### JOB PURPOSE:

- To assist in ensuring that the facility is to an acceptable high standard in accordance with quality systems, prior to and during public opening times.
- To preserve life
- To assist in ensuring that the facility operates compliant and efficient control in relation to all users within the facility.
- To assist the Supervisors in ensuring effective and efficient control in relation to all uses within the facility.
- To ensure that pool rotations, breaks, time off pool etc operate in accordance with the facility N.O.P.
- To take a proactive role in developing/selling the various areas in the building.
- To assist in any way you can with the delivery of "Our Jigsaw" – Vision & Values, the FISH! Philosophy and any Total Quality Management initiatives/systems operating at any one time in the facility (Hospitality Assured, Investors in People, QUEST, ISO, etc).

#### MAIN AREAS OF RESPONSIBILITY

#### PRINCIPLE RESPONSIBILITIES:

- To effectively deliver day to day provision for the operations within the facility.
- To ensure that the facility runs in accordance with the N.O.P. and E.A.P.
- To ensure that the poolside and surrounding areas run according to the N.O.P. and E.A.P. at all times of operation.
- To perform rescues as and when required according to the Royal Life Saving Society/Institute of Sport and Recreation Management and the facilities E.A.P.
- To attend training regularly and when requested to do so, attend meetings.
- To enforce the pool rules to ensure the safety and enjoyment of all the customers.
- To deliver the highest possible standard of customer service.
- To ensure that the level of cleanliness and hygiene within the facility is acceptable and meets the quality standards prior to, during and following operational hours.
- To ensure you understand and put into practice the Company's Health & Safety Policy.
- To ensure you become familiar with the regular facility programme and plan ahead for the effective set ups for such activities.

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<ul style="list-style-type: none"> <li>To ensure all equipment is kept in good working order and operates safely at all times.</li> </ul>
<ul style="list-style-type: none"> <li>To ensure that any damaged equipment or building fabric is reported immediately.</li> </ul>
<ul style="list-style-type: none"> <li>Any other duties requested by management.</li> </ul>

<b>OTHER RESPONSIBILITIES:</b>
<ul style="list-style-type: none"> <li>To attend ongoing meetings and training on a regular basis or as deemed appropriate by Management.</li> </ul>
<ul style="list-style-type: none"> <li>To maintain a clean environment ensuring all equipment fixtures and fittings are operated to the highest standard in line with the N.O.P. (Normal Operating Procedure) and E.A.P. (Emergency Action Plan).</li> </ul>
<ul style="list-style-type: none"> <li>The post holder may be required to perform duties appropriate to the post, other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variances are common occurrence and do not in themselves justify reconsideration of the grading.</li> </ul>

Please note that this specification may be subject to alteration from time to time.

PERSON SPECIFICATION	
ATTRIBUTES	ESSENTIAL The minimum requirements for the safe and effective post performance
EXPERIENCE	1. Customer orientated environment.
EDUCATION & QUALIFICATIONS	1. RLSS National Pool Lifeguard qualification.
SKILLS & ABILITIES (General)	1. Must be able to work under pressure 2. Must be willing to take guidance and instruction from colleagues
SKILLS & ABILITIES (Post Specific)	1. Must be able to work on their own initiative as well as part of a team 2. Must be a good time keeper 3. Must be hard working and committed 4. Must be committed to maintaining own high fitness level
INTERPERSONAL & SOCIAL SKILLS	1. Excellent communication skills. 2. Must have very high personal standards which are maintained at all times 3. Must be able to communicate with colleagues at all levels in organisation 4. Must be able to represent the Company out with the facility 5. Must be able to work evenings and weekends and have a very flexible approach



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### BENEFITS PACKAGE WITH INVERNESS LEISURE

#### Free access facilities at Inverness Leisure

Free immediate access to "High Life" card for part time and full time staff. Cards will then be extended to immediate members of your family living at the same address after completing 6 months employment.

*\* Variable hours contracts/Casuals will be required to work an average of 8 hours per week over a 13 week period (and maintain this) before they will be entitled to free access. In addition, the family option will not be available to variable hours/casual staff. There is a small tax implication which will be explained to you on joining.*

#### Final Salary Pension Scheme

You will automatically be entered into the Highland Council final salary pension scheme. You have the option to "opt out" of this scheme should you wish.

#### Childcare Voucher Scheme

The Company is registered with the government "Kiddi Voucher" scheme which has a potential saving to parents of £1,196 per annum. Employees who decide to join the scheme have an agreed amount deducted from their wages and receive vouchers instead of part of their salary. Employees save because they effectively swap part of their taxable salary for tax free childcare vouchers. For more information please visit [www.kiddivouchers.com](http://www.kiddivouchers.com). If you want to join this scheme you will require Inverness Leisure's scheme number which can be obtained from Human Resources.