

Shaftesbury Lido Pool Attendant – Job Description

This is not intended to be a full definition of duties and staff will be expected to assist in such other reasonable duties as may be allocated. This job description is subject to variation, following consultation, as the needs of the pool and the Pool Manager may require.

Overall Responsibility

- Supervising the security and safety of the public ensuring their enjoyment in all areas of the facility and carry out rescues as required.
- Ensuring the facility is clean, functioning and safe at all times.
- Providing high standards of customer service by registering bathers and answering queries.
- Follow ongoing training as per PSOP, Risk Assessments and Employee Handbook.

Duties

- Supporting the safe and compliant operation of the pool facility by:
 - Being aware of, complying with and applying the pool safety operating procedures and policies at all times.
 - Reporting any matter of concern to the Pool Supervisor.
 - Assisting in the opening and closing of the facility when required and assist in monitoring the security of the premises at all times.
 - Maintaining a vigilant watch of the swimmers and swimming pool areas and take necessary action to ensure the health and safety of all pool users and staff such as
 - Anticipating potential problems and intervening to prevent accidents
 - Educating swimmers in pool safety
 - Carrying out pool rescues and administering first aid
 - Identifying emergencies quickly and taking appropriate action
 - Checking the safety of equipment in areas of responsibility and report any damage or malfunction of equipment, plant or building fabric to the Pool Supervisor immediately.
 - Storing all pool equipment securely when not in use.
 - Reporting any maintenance issues to the Pool Supervisor.
 - Assisting in the preparation and operation of programmes, events and activities, including the assembly and dismantling of equipment when required.
 - Maintaining a consistently high level of safety, cleanliness, hygiene, site tidiness and attractiveness by carrying out regular checks of the changing facilities, poolside, and other common areas used by the customers- refer to daily sheets.

- To assist the Pool Supervisor with any tasks involved in the operation of the Pool.
 - Ensure all resources (including IT hardware and software) are used safely, legally, efficiently.
- Keeping your skills and knowledge up to date by
 - Keeping your NPLQ up to date
 - Attending staff meetings, training and competency courses as required by or agreed by Pool Manager.
- Promoting a positive and professional image of the facility and Shaftesbury Town Council by:
 - Interacting and welcoming the public responsibly and in a friendly manner
 - Being knowledgeable about timetable, programmes and other community events.
 - To read and respond to communications and information which is disseminated by the Pool Manager.
 - Reporting any complaints or feedback received to the Pool Supervisor
 - Maintaining high standards of quality of service
 - Wearing the correct uniform when on duty (yellow t-shirt and red shorts)
 - Turning up for work in a fit and appropriate state (e.g. Not tired or hungover from the night before).
- Acting as a team player by:
 - Being punctual and arriving at the site before the start of your shift.
 - Informing the Pool Supervisor if you are going to be late and only do so in exceptional circumstances.
 - Inform the Pool Manager if you need to change your shift with plenty of notice (e.g. 48 hours) of the planned shift period.
 - Leaving the site in the evening as you would wish to find it in the morning- refer to opening & closing checks.
 - Being flexible – and open to being called in at short notice during busy periods.