

LIFEGUARD JOB DESCRIPTION: Portishead Open Air Pool

Job Description

Job Title:	Lifeguard / Leisure Assistant
Post No:	2010/01/PPCT
Pay:	£5.10-£5.80 per hour depending on experience and in line with national minimum wage
Hours:	10-36 hours per week
Responsible to:	Pool/Duty Manager

1. Job purpose

We are looking for responsible individuals to act as lifeguards at Portishead Open Air Pool for the 2010 season. The main purpose of these posts is:

- To supervise the security and safety of the public ensuring their enjoyment in all areas of the facility and carry out rescues as required.
- To assist the Pool/Duty Manager in the preparation and activities of Portishead Open Air Pool in a professional manner to ensure a high quality of service is provided to pool users and visitors.
- To maintain the facility to a high standard of cleanliness and hygiene at all times.

2. Portishead Open Air Pool

Portishead Open Air Pool is a beautiful 33 by 12.5 metre 1960s lido overlooking the Bristol Channel. It has the capacity to accommodate up to 110 bathers at any one time is a much loved local facility. In April 2009 Portishead Pool Community Trust took over the running the pool and over the next few years plan to develop and enhance the facilities it provides.

3. Responsibilities

1. To interact with the public responsibly and welcome all users of the facilities promoting a positive image of the facility and Portishead Pool Community Trust by the provision of high quality customer service.
2. To comply with the Pool Safe Operating Procedures at all times.
3. To maintain a vigilant watch of the swimming pool areas in accordance with the operating procedures and take necessary action to ensure the safety of all pool users and staff.
4. To check the safety of equipment in areas of responsibility and report any damage or malfunction of equipment, plant or building fabric to the Duty Manager immediately after discovery.

5. To assist in the preparation and operation of events and activities, including the assembly and dismantling of equipment and minor repairs when required.
6. To ensure that a consistently high level of cleanliness and hygiene is maintained throughout the facilities at all times.
7. To ensure that lost property is handled and recorded in line with procedures.
8. To patrol all areas of the facility and ensure that all areas are being used in the correct manner, making suitable adjustments as necessary.
9. To assist the Duty Manager in maintaining sports activity, activity areas and stores in a clean, safe and tidy manner.
10. To assist in the opening and closing of the facilities when required and assist in monitoring the security of the premises at all times.
11. Assist with the supervision and control of children's activities including parties, play schemes and courses.
12. Attend regular Lifeguard training sessions to ensure ongoing personal development and compliance of the requirements of the National Pool Lifeguard Qualification.
13. Perform inspection of pool safety equipment including rescue aids and alarms in accordance with the operating procedures.
14. Perform routine checks of customers' receipts to ensure proof of payment for entry to the swimming pool.
15. Carry out regular checks of the changing facilities, paying particular attention to customer safety, facility operation, security, cleanliness and hygiene.
16. To comply with the Pool's Health and Safety procedures at all times.
17. To report any matter of concern to the Duty Manager immediately.
18. To prepare activity areas involving the setting up/dismantling of equipment.
19. To ensure that all Pool equipment is stored safely and securely when not in use.
20. To report any maintenance issues using the appropriate procedures.
21. To assist the Duty Manager with any tasks involved in the operation of the Pool.
22. To undertake any suggested training requirements.
23. To attend relevant training courses as required by Portishead Pool Community Trust to maintain the ability to carry out the duties of the role effectively.
24. To attend staff meetings as required.
25. To comply with the Emergency Action Plan for the facilities and assist with any such incidents in the appropriate manner.

4. Own personal management and development

- a) to be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the Trust's Health and Safety Policy.
- b) to read and respond to communications and information which is disseminated by the Pool Manager.
- c) ensure all resources (including IT hardware and software) are used safely, legally and efficiently.

- d) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.

5. Uniform

1. To wear Portishead Pool Community Trust uniform and name badge when on duty. This must be clean and presentable at all times. It is the employee's responsibility to ensure that the uniform is clean.
2. Pair of white clean trainers, flip-flops or sandals.
3. White socks or no socks.

6. Time keeping

All staff should be on poolside at least 5 minutes before starting their shift. It is vital to inform the Duty Manager if you are going to be late. Punctuality is very important – without lifeguards we cannot open the pool to the public.

7. Hours of work

Lifeguards can expect a minimum of 10 hours of work each week up to a maximum of 36 hours. They will also be given times when they are on stand-by in case the numbers of people using the pool exceeds the safety limit and lifeguards are expected to be available at these times. Availability for some weekend and evening work is essential.

8. Person Specification

Essential skills/experience /knowledge

- National Pool Lifeguard Qualification.
- Skill in the application of life-guarding surveillance and rescue techniques.
- Commitment to team-working, and respect and consideration for the skills of others.
- Excellent communication skills when dealing with the public.
- Ability to react calmly and effectively in emergency situations.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- You should be available to work weekend and early evening shifts.

Desirable skills/experience /knowledge

- Qualified first aider.
- Previous work as a lifeguard.

9. Health and Safety

You must have knowledge of Portishead Pool Community Trust's Pool Operating Procedures, the Health & Safety Policy and relevant instructions to your area of work. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Pool Manager / Duty Manager. Copies of the current Health & Safety Policy and Safety Procedures are available in the pool.

NB

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 Trustees may require.

You should be available to cover some shifts from Friday 29th April 2010 and work until mid-September 2010. Hours of work will increase in the school summer holiday (July 26th-5th September 2010).

Please send a CV, highlighting how you meet the essential requirements for the post, and including the names of two referees, together with a covering letter, stating which post(s) you are applying for to: Portishead Pool Community Trust, c/o 21 Woodhill Road, Portishead BS20 7EU

Closing date for applications: Monday 19th March 2010

Provisional interview date: Monday 29th March (PM) or Thursday 1st April (AM)

Offers of appointments will be made subject to satisfactory references and Criminal Record Bureau (CRB) checks.

Portishead Pool Community Trust is a company limited by guarantee, registered in England and Wales with the registered no. 6748050.