



THE KING'S CLUB  
KING'S COLLEGE SCHOOL WIMBLEDON

## Sports Assistants Job Description

### **The Role**

To ensure that the Club is set up for all sporting activities and for members to use. Following opening and closing procedures of the Club, cleaning duties, setting up and taking down equipment, dealing with customer enquiries, lifeguard supervision and other duties as assigned. A friendly happy personality is essential and a love for fitness. To succeed in this role excellent customer service is a must. It is also very important to have excellent time management skills and the ability to work and think independently.

### **Key Responsibilities**

Opening and closing the Club and Swimming Pool

Daily cleaning of the fitness equipment

Setting up and taking down equipment and for exercise classes

Knowledgeable about all aspects of the King's Club to advise appropriate membership type

Restocking vending and shop stock

Hourly checklists and reporting faulty equipment, lights, etc. to ensure Club's safety

General cleaning and tidying of all gym areas

Cleaning tasks at the Swimming pool, Lifeguard supervision

### **Person Specification**

A friendly and confident personality

A smart appearance

Good organisation skills and excellent time management

The ability to be polite but firm when dealing with difficult or impatient people

A team player

Great customer service and people skills

## Life Guards, Job Description

### **The Role**

To supervise the security and safety of our members ensuring their enjoyment in all areas of the facility and carry out rescues as required. To assist the Sports Assistant / Management in the preparation of lessons and activities in a professional manner to ensure a high quality of service is provided to all pool users. To maintain the facility to a high standard of cleanliness and hygiene at all times.

### **Key Responsibilities**

To interact with the public responsibly and welcome all users of the facilities promoting a positive image of the King's Club by the provision of high quality customer service.

To comply with the Pool Safe Operating Procedures at all times.

To maintain a vigilant watch of the swimming pool in accordance with the operating procedures and take necessary action to ensure the safety of all pool users and staff.

To ensure that a consistently high level of cleanliness and hygiene is maintained throughout the facilities at all times.

Attend regular Lifeguard training sessions to ensure ongoing personal development and compliance of the requirements of the National Pool Lifeguard Qualification

Perform inspection of pool safety equipment including rescue aids and alarms in accordance with the operating procedures

To report any matter of concern to the Duty Manager immediately.

### **Person Specification**

National Pool Lifeguard Qualification.

Ability to react calmly and effectively in emergency situations.

Excellent communication skills when dealing with the public.