



**Job Title:** Lifeguard

**Pay:** National Minimum Wage

**Responsible to:** Leisure Centre Supervisor/Premises Manager

**Overall Responsibility:**

To act as a Lifeguard at Great Cornard Leisure Centre Open Air Swimming Pool.

**Main Duties:**

- To interact with the public and welcome all users of the facilities, promoting a positive image of the facility 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 areas in accordance with the operating procedures and take necessary action to ensure the safety of the Pool users and staff.
- To check the safety of equipment in areas of responsibility and report any damage of malfunction of equipment, plant or building fabric to the Team Member immediately after discovery.
- To supervise the security and safety of the public ensuring their enjoyment in all areas of the Swimming Pool and Sports Centre, and carry out rescues as required.
- To assist the Team Member in the preparation and activities of the Swimming Pool in a professional manner to ensure a high quality of service is provided to Pool users and visitors.
- To assist in the preparation and operation of events and activities, including the assembly and dismantling of equipment and minor repairs when required.
- To ensure that a consistently high level of cleanliness and hygiene is maintained throughout the facilities at all times.
- To ensure that lost property is handled and recorded in line with procedures.
- To patrol all areas of the facility and ensure that all areas are being used in the correct manner, making suitable adjustments as necessary.
- To assist the Team Member in maintaining sports activity, activity areas and stores in a clean, safe and tidy manner.

- To assist in the opening and closing of the facilities when required and assist in monitoring the security of the premises at all times.
- Assist with the supervision and control of children's activities including parties, play schemes and courses.
- 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.
- Perform routine checks of customers' receipts to ensure proof of payment for entry to the swimming pool.
- Carry out regular checks of the changing facilities, paying particular attention to customer safety, facility operation, security, cleanliness and hygiene.
- To comply with the Pools Health and Safety procedures at all times.
- To report any matter of concern to the Team Member immediately.
- To prepare activity areas involving the setting up/dismantling of equipment.
- To ensure that all Pool equipment is stored safely and securely when not in use.
- To report any maintenance issues using the appropriate procedures.
- To assist the Team Member with any tasks involved in the operation of the Pool.
- To undertake any suggested training requirements.
- To attend relevant training courses as required by the Leisure Centre to maintain the ability to carry out the duties of the role effectively.
- To attend staff meetings as required.
- To comply with the Emergency Action Plan for the facilities and assist with any such incidents in the appropriate manner.

### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues and procedures to do with Health, Safety and Welfare.

**Additional Responsibilities:**

This outline job description sets out the main duties associated with the purpose of the post it is assumed that other duties of a similar level/nature are not excluded because they are not itemized.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and routines. Appropriate training may be given to enable the post holder to undertake this new/varied work.