

Name of Club:- ALC Ref No:- Job title:- Full/part time:- Location:- Duration:-

Brief Job Description:-

Purpose

To provide a warm, friendly and professional service to Members, guests and visitors to the dressing room. Ensuring the facilities are clean, safely maintained and stocked with all necessary items

- Meet, greet and help direct Members, guests, visitors and staff using the dressing room in a professional and polite manner
- Assist Members and those using the dressing room with any queries, help and directions required.
- Follow the opening and closing procedures for the dressing room at all times.
- Follow the dressing room operating procedures at all times ensuring adequate supplies are maintained and all equipment is in a good state of repair and safe to use.
- Ensure the dressing room is kept to a high standard of cleanliness and the cleaning schedule is followed on each shift.
- Report all Member complaints or comments received immediately to the Manager on duty.
- Report any maintenance issues or faults to the Manager on duty or to the Maintenance department by e-mail.
- Ensure adequate stocks of laundered towels are available.
- Ensure Club standards are maintained with regard to lost property, dressing room lockers and Club keys.
- Maintain an up to date knowledge of Club events and help promote social activities and events to Members.
- Assist in the cleaning of other Club areas as and when requested by the Manager on duty.

Health and safety

- Work within the statutory health and safety requirements generally. Reporting any issues of maintenance and health and safety within the Dressing Room and as seen across the Club to the Manager on duty to ensure required safety standards are met.
- Comply with all safety regulations and procedures when using/storing cleaning products, adhering to Club COSHH standards at all times.
- Work safely at all times adhering to Manual Handling Regulations.

Hours/week:- Wage/Salary:- Contact Name:- Telephone No. Email:-