

L LEISURE

JOB DESCRIPTION

Post No. & Job Title: Cashier/Receptionist P/T

Grade: Grade 3

Responsible to: Centre Manager/Assistant Managers

Job Objective: Responsible for the day-to-day attendance to the public in connection with the Leisure Centre's activities, membership, sale/hire of equipment, cash control and typing of clerical work. Provide an effective administrative service for the leisure centre when deputising for the Administration Assistant. In accordance with the centre's service delivery plan and operating procedures.

Main Duties and Responsibilities:

1. Issue tickets and receive money for admission to the leisure centre.
2. Take control bookings for the various activities available at the centre, either by phone or from personal callers.
3. Maintain a daily record of admissions to the centre, balance money received against tickets issued on daily sheets.
4. Maintain and control courses offered by the centre - issuing and processing application forms and registers.
5. Record club bookings and issue monthly accounts.
6. Record centre membership and issue membership cards.
7. Record the sale of equipment and maintain stock levels.
8. Control the issue and return of hire equipment.
9. Record lost property and control the issue and return of items to claimants.
10. Carry out typing/clerical duties associated with the above duties or as required.
11. Training is an essential part of the post and requires employees to attend training courses when arranged.
12. Instruct customers in the safe use and operation of sun beds.
13. Provide cover for other receptionists during periods of holiday or sickness.
14. Ensure a high standard of customer care is achieved at all times.
15. Undertake any other duties required by the Centre Manager.

NOTE:

In addition to the above the post holder will also be responsible for ensuring that:

- a) All necessary paperwork is carried out.
- b) All duties will be carried out in working conditions normally inherent in the particular job.
- c) A uniform will be supplied and must be worn at all times when on duty the uniform must be kept clean and worn in good condition.
- d) Some duties may involve working with classified dangerous chemicals and all COSHH regulations and agreed local procedures must be followed.
- e) All duties must be carried out to comply with:
 - i) The Health and Safety Act 1974
 - ii) Acts of Parliament Statutory Instruments and Regulations and Other legal requirements.
 - iii) Nationally and locally agreed codes of practice.
- f) The post will require the postholder to apply for a Enhanced Disclosure, your (DBS) Disclosure will include details of any criminal convictions, cautions, reprimands and final warnings and your application is required for the purpose of asking an exempted question under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and that the checks requested are in accordance with the relevant legislation.

DESIGNATED CAR USER

A designated car user status has not been attached to this post.

RESTRICTIONS

This is not a politically restricted post.

NOTE

The above job description sets out the main responsibilities of Cashier/Receptionist but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Company's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.