

## **L LEISURE**

### **JOB DESCRIPTION**

**Post No. & Job Title:** Fitness Advisor

**Grade:** Grade 3

**Responsible to:** Centre Manager / Assistant Manager / Supervisor-Duty Manager / Fitness Co-ordinator

**Job Objective:** To be responsible for the operation of the Fitness Suite which will include promoting, customer care, health and safety, programming, instruction, maintenance, development and other general operational issues in accordance with the Leisure Centre Charter and aims and objectives.

### **Main Duties and Responsibilities:**

1. Carry out inductions with all customers using the Fitness Suite, giving clear and precise instructions in the use of all equipment.
2. Prepare a programme of exercise for each customer as required. Carry out fitness testing for customers using the computerised assessment programme.
3. Promote the safe and effective use of the Fitness Suite by giving continual support, advice and instruction to all fitness customers.
4. Carry out safety checks on all equipment to ensure it is clean and safe for use. Complete check list documentation, carry out regular general cleaning and maintenance of equipment.
5. Ensure correct procedures are followed with respect to the administration of the fitness suite, and all necessary paperwork is carried out.
6. Ensure the Fitness Suite is neat and tidy by following daily cleaning schedules.
7. Undertake promotion and marketing of activities within the Fitness Suite.
8. Assist with the administration of the Centre's direct debit scheme.
9. Assist with shift cover during holiday, training and sickness.
10. Training is an essential part of this post and requires all employees to attend regular training courses when arranged.
11. Provide exercise instruction classes to customers such as aqua aerobics, circuits, x biking, core stability, studio body bar etc.
12. Registration on the National Register of Exercise Professionals scheme is required.
13. Provide advice on health issues such as diet, nutrition, smoking, physiology, anatomy, stress, back care, ante/postnatal care.

14. Provide instruction for customers attending the Borough's Exercise for Health schemes.
15. Enter personal data and update the membership scheme using corporate software.
16. Follow up enquiries with an invitation and tour of the Fitness Suite.
17. Ensure a high standard of customer care is achieved at all times.
18. Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager.

### **DESIGNATED CAR USER**

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

### **SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours.

The post will require the post holder to apply for an Enhanced (DBS) Disclosure. The 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.

### **RESTRICTIONS**

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of Fitness Advisor 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.

In addition to the above the postholder 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 post.
- c) A uniform will be supplied and must be worn at all times when on duty. The uniform should be kept 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) Health and Safety at Work Act 1974.

- ii) Acts of Parliament, Statutory Instructions and Regulations and other legal requirements.
- iii) Nationally and locally agreed Codes of Practice.