

## Leisure Centre Manager

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Company: HAYS

Location: Nottingham

Category: other-general

Leisure Centre Manager - Paying up to £29,500!

**LEISURECENTRE MANAGER - East Leake Leisure Centre, LE12 6QN - East Leake Leisure Centre – Supporting the residents of our village**

**£29,500 / annum**

**40hr / wk - three week shift pattern; days split into early, mid and evening  
some weekend work required**

### **Job objectives and responsibilities**

- To lead the delivery of the leisure service for the client.
- To open and / or close the Leisure Centre on a rotating shift pattern
- To manage the cleaning and reception teams, ensuring high standards.
- To manage the team of assistants and duty managers
- To ensure the Leisure Centre is kept clean and presentable.
- To manage your areas of responsibility, always striving to improve the way that we do things

### **Main duties**

- The role requires you to be responsible for all aspects of health and safety within the Leisure Centre
- Complete accident analysis and make recommendations for improvements
- Roll out the monthly toolbox talks to the Leisure Staff
- You will need to record income and usage daily and work with the Facilities Manager to develop financial budgets.
- Produce a monthly report for the client.

- The successful applicant will take responsibility for all front of house and cleaning issues. They will need to order and complete checks of the cleaning equipment and consumables within the Centre.
- Develop and implement a cleaning programme that ensures satisfaction rates are above 85% monthly.
- Log annual leave, sickness and complete other line manager responsibilities for the cleaning, reception and management teams.
- Open and close the Leisure facilities on time in accordance with the site procedures
- Complete analysis on customer comments each month and make recommendations for improvements
- General reception duties
- To provide cover for the FM team for locking and unlocking the school facilities
- To be flexible in one's approach to new tasks/challenges as they arise.
- Managing budgets and financial records
- Ensuring compliance with health and safety legislation
- Developing new facilities and fitness activities or programmes
- Maintaining customer service standards and dealing with enquiries, complaints and emergencies
- Promoting and marketing the business
- Recruiting, training and supervising staff

### **Personal Specification**

#### Essential:

- Well organised and able to lead and motivate a team
- Excellent Microsoft Office skills, including Word, Excel and PowerPoint.
- Excellent written and verbal communication skills with an eye for detail.
- Excellent customer service skills
- Excellent time management skills with the ability to prioritise a changing and demanding workload, remaining calm under pressure.
- Good problem-solving skills and a fresh approach to new ways of working.
- Relevant experience in a similar role.
- Confident in using computers

#### Desirable

In addition to the above, the successful candidate will be well presented, confident and professional in their approach to work with a fresh approach and a desire to respond well to change.

# 4543288

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#### Cross References and Citations:

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