



St Margaret's

SPORTS CENTRE

MERRY HILL ROAD. BUSHEY. HERTFORDSHIRE. WD23 1DT

TEL: 0208 416 4600. Email: sportscentre@stmargarets.herts.sch.uk Web: www.stmargaretssportscentre.org.uk

Job Description: Casual Lifeguard

Department: Sports Centre

Reports to: Centre Manager/ Assistant Manager

Job Purpose: To Life guard poolside use, activities and its users in accordance with Normal Operating Plan (NOP) and Emergency Action Plan (EAP). To undertake any other duties on dryside that are required during shift times.

Main Duties and Responsibilities:

1. To provide safe and effective observation of the swimming pool and all swimming activities where required in line with "in House" and NPLQ training.
2. To carry out the daily cleaning duties as required in accordance with the N.O.P and Cleaning Check Sheets.
3. To 'Rig' and 'De - Rig' any sporting equipment required prior to, during and after classes, bookings or sessions safely.
4. To work on reception as and when required. Providing a professional service to all customers
5. To answer the telephones when necessary and record any messages.
6. To carry out regular Pool Water Testing whilst on shift.
7. To maintain a safe and clean environment for all users at all times.
8. To assist supervisors and duty managers with administration when possible and required.
9. To be responsible for checking lifeguard equipment at the beginning of the shift.
10. To regularly check all changing areas and replenish shoes covers, hand soaps, toilet rolls and hand towels when needed.
11. To attend staff training when required to ensure that you comply with competency policy.