

Enquiry Ref No.

1245940

Company Name

Sefton Council

Job Placement Title

General Lakeside Assistant

Job Placement Summary

Will include greeting customers, dealing with enquiries face to face and over the telephone assisting in ensuring the highest standards of cleanliness are met

Responsibilities & Duties

Assisting with meeting room preparation and leisure class set up. Assist the management team with administrative tasks relating to meetings, adventure activity bookings, functions and events. Completion of start/end of shift procedures, audits and checklists. Give welcome and relevant information for customers using the facility. Ensure all public areas are clean, clear of obstructions and free from litter, securing high cleaning standards are maintained. To ensure that all equipment is in safe working order and report faults to an Operations Manager.

Qualifications & Skills

Numerate and Literate, ITC related qualification, experience and good practical knowledge of front of house process gained from working in the leisure industry. A knowledge of fitness, lake activity classes and types. Ability to deal positively with challenging situations. Excellent communication skills both written and verbal. Organisational planning including ability to meet tight deadlines under pressure. Competent and confident using IXT equipment. Ability to present ideas clearly in written, verbal or graphic form. Ability to work as part of a team or on own initiative.

Working Hours

25 Hours a week to include every other weekend.

Please note this may include evenings during summer

How to Apply**Rate of pay**

NMW

Comments

Crosby Lakeside Adventure Centre