



SOUTH LANARKSHIRE
Leisure & Culture

Senior Recreation Assistant - Ice Job Profile

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| Service: Sport and Physical Activity | Grade Scale: Grade 2 Level 2 |
| Reports to: Recreation Officer | |

| Purpose of Job |
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| To assist with the daily operations of the facility. |

| Key tasks and responsibilities |
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| <ul style="list-style-type: none"> • Undertake supervisory duties to ensure a safe environment for the public. |
| <ul style="list-style-type: none"> • Assist with financial duties in line with SLLC procedures. |
| <ul style="list-style-type: none"> • Undertake a range of ice plant activities such as operating ice resurfacing machines and other equipment, Inspect and maintain ice quality to ensure safe and optimal conditions for skaters and perform adjustments where necessary. |
| <ul style="list-style-type: none"> • Control vending stock rotation as well as cleaning and first aid supplies. |
| <ul style="list-style-type: none"> • Contributes and supports defined health and safety standards and ensure safety procedures are followed |
| <ul style="list-style-type: none"> • To aid the operation of the facility by assisting in the monitoring of performance, carrying out maintenance, review of cleaning schedules other staff supervision. |
| <ul style="list-style-type: none"> • To assist the Recreation Officer to prepare and deliver events on time and assist in the marketing of these events. |

| Person Specification | | |
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| CRITERIA | ESSENTIAL | DESIRABLE |
| Education, Qualification and Training | <ul style="list-style-type: none"> • To be able to ice skate to a competent standard. | <ul style="list-style-type: none"> • SCQF Level 6 first aid at work |
| Skills, knowledge, experience | <ul style="list-style-type: none"> • Facility operation and knowledge of Health and Safety in a facility setting. | <ul style="list-style-type: none"> • Experience of staff supervision • Knowledge and understanding of ice maintenance and equipment such as Olympia resurfacing machine, ice king, skate grinding and flooding of the ice. |

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| Personal Qualities | <ul style="list-style-type: none"> • Supportive team player • Positive attitude • Enthusiastic • Motivated | |
| Other | | |

Safer Recruitment Checks

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.

- Asylum and Immigration right to work in the UK
- Reference check: external candidates require 2 references, one of which must be from your present or most recent employer: Internal candidates require 1 reference from current line manager.
- Candidate Disclosure Check, where applicable

Behaviour Framework

The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:

Own It – what can you do

- Are motivated to deliver the best possible services.
- Aim to get things right first time and commit to continuous improvement.
- Demonstrate fairness, inclusivity, valuing diversity and equality.
- Ensure compliance with external/internal regulations and that you and others are responsible and accountable.
- Take ownership of decisions and consider the wider implications for you, the team, and the organisation.
- See a job through to completion.
- Be accountable for outcomes good or bad.

Be a great team - what can you do

- Work together with colleagues and customers and take time to build effective working relationships.
- Celebrate team success and create a positive team spirit.
- Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves.
- Encourage working together for the benefit of customers.
- Works alongside internal and external colleagues to meet common objectives.
- Actively and respectfully listens to people in order to understand them and their views.
- Contributes appropriately to team and other meetings and discussions.

- Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.

Do the right thing – what can you do

- Display a positive attitude.
- Are enthusiastic in your approach to tasks.
- Lead by example through sharing your knowledge and skills with others.
- Provide support to your colleagues and team.
- Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.

Be Positive - what you can do

- Are punctual and friendly and demonstrate a positive professional attitude.
- Take pride in your own work and that of your team members.
- Understand who your customers are and why they matter.
- Are willing to go the extra mile for our customer and act upon their feedback.
- Are hospitable and make customers feel good.
- Are willing to go the extra mile for our customer.
- Put the customer first in all that you do.