

JOB DESCRIPTION

NEWPARK HOTEL

Job Title:	Assistant Health Club Manager – Newpark Hotel Health Club.
Responsible to:	John Flynn/Allen Flynn- Proprietors. General Manager Health Club /Manager on Duty.
Responsible for:	Health Club & Spa facilities, with particular responsibility for Health Club activities. To design a calendar of events in conjunction with the Health Club Manager and promote participation.
Main Purpose of Job:	To ensure effective and efficient operation of the Health Club facilities by ensuring high standards of guest care and equipment are maintained. Responsible for guest focus/activities and promoting health club facilities to future clients.

MAIN DUTIES

- To ensure all users of Escape Health Club enjoy a safe and effective work out.
- To ensure Reception is covered at all times and appointments for the Health Spa in accordance with procedure.
- Ensure all members undergo a fitness consultation to establish what level of fitness they are at and a suitable programme is designed for each individual.
- Ensure users of the gym are familiar with all the machines including cardio vascular & resistance and are using all safely and correctly. It is also the responsibility of the Health Club Attendants to correct members on technique or anything that is contra indicated.
- Ensure assessments are carried out every 6 to 8 weeks and inform all members when their re-assessments will take place.

- To mingle & mix with members on the gym floor and show an interest in their progress.
- To keep up to date with all the latest fitness ideas and to implement as much as possible.
- To take studio classes on a daily basis if the demand is there.
- Ensure all daily and weekly cleaning schedules are completed properly and report any outstanding maintenance issues to the Health Club Manager.
- Ensure the Gym, free weights and studio areas are kept tidy at all times.
- Breaks to be taken in accordance with statutory requirements
- Ensure pool and Jacuzzi tests are carried out every two hours and are logged accordingly.
- Ensure a good understanding of all reception procedures and to provide cover for same when requested by the Health Club & Spa Manager
- To read, understand and comply with your responsibilities as defined in the health and safety statement.
- To comply with company regulations regarding fire, personal hygiene, hygiene, guest care & security.
- To approach the Health Club Manager or Manager on Duty with anything that may be affecting the way you do your job in an effort to amend it.
- To assist in any extra club activities (eg. Gym challenge, Triathlon, charity events etc.)
- To carry out any reasonable request made to you by the Health Club Manager/Manager on Duty.
- The above list is not exhaustive & can be added to at any time in the future.