



ASSISTANT MANAGER REQUIRED FOR THE WESTLODGE LEISURE CENTRE BANTRY CO CORK.

We are seeking applications for the role of assistant Manager for our leisure centre. Reporting to the Leisure Manager and the General Manager. They will be responsible for ensuring the smooth running of the Leisure Club. The role of the Assistant Manager is to be an integral part of the management team of the Lodge Leisure centre and to ensure the safe and effective day to day operation of the leisure centres ensuring that all our customers receive 5 Star Customer Service. In addition to supervising a team of Leisure Assistants the Assistant Manager will ensure all aspects of operational services including fitness, preparation of areas and equipment, sales, reception, pool operations and high standards of cleanliness are achieved. Effective management of various specialist duties may be assigned to include, Health & Safety, Audit Prep for various Awards, Maintenance, Innovation, Training etc

The duties of this role include the following:

Responsible for managing teams and rostering, reports and daily cash.

Preparing monthly statistical reports for the General Manager.

- Will liaise with the General Manager in the preparation and development of marketing plans for the year and co-ordination of all promotional plans and projects for the facility.
- Maintaining and implementing the reporting procedures and control system established by the Leisure Centre.
- Ensure that the Health and Safety Policy and Procedures are implemented and monitored in relation to cleanliness and hygiene.
- Maintain and update equipment, product, service and standards as required.
- Be a role model of impeccable customer service and professionalism.
- To deal with guest/ member queries in a friendly and efficient manner, ensuring customer satisfaction.
- To help implement and maintain the highest standard operating procedures for all service areas.

The ideal candidate should have the following:

- Previous management experience in a successful Leisure Centre.
- Experience with standards compliance in an organisation a distinct advantage
- Excellent timekeeping, communication skills, and be self-motivated.
- Good computer literacy, Microsoft Office applications, CRM's and Membership Management / Leisure Operations software an advantage (Legend, MRM, invotech Clubwise etc.)
- Candidates that have the following qualifications may have an advantage when being considered for this position:
 - A nationally recognized Fitness Instructors qualification. (NCEF, ITEC, NCEHS)
 - Fully qualified and certified Lifeguard (cert in date)
 - Experience of teaching a range of fitness classes – Spin, Step, Aqua
 - Occupational first aid qualification with AED (in date).
 - Pool Plant room qualification + previous experience in managing Pool Plant room.
 - Swim teacher qualification
 - Reps Ireland registratio

All submissions to be sent Catherine@westlodgehotel.ie