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## JOB DESCRIPTION – Duty Manager

Job Title: Duty Manager

Location: Templeogue College Swim Pool

[MAP HERE](#)

Salary: DOE

Term: FT Role (38Hrs pw with some seasonal adjustment)

**Templeogue College Swim Pool** is a community swimming pool with an extensive range of public swimming, public & school classes, and a range of additional structured aquatic activities available to the general public. The facility has been servicing the needs of the South Dublin suburbs for over 40years and strives to deliver quality aquatic & teaching activities to a wide range of ages from 4+. We aim to deliver the same high level of customer service to all our clientele. We are currently looking for a Duty Manager to join our team.

### Experience Required

- Ideally 2 years in a duty management or senior leisure attendant role within the Sports & Leisure industry
- Alternatively experience in a customer facing services role with an active interest in swimming may be considered.
- Experience Teaching children's and adult swimming lessons
- Proven lifeguard experience
- Experience working in a busy Leisure Centre with extensive programs over the week, with responsibility for opening and/or closing shift, cash handling and management of overall shift operational safety and standards.

### Qualifications Required

- Swim Ireland Level 2 Teaching Aquatics Qualification
- IWS/RLSS Pool Lifeguard Qualification
- Pool Plant Operator
- Occupational First Aid Certificate
- Child Welfare Course completed

### Responsibilities

- Day to Day running of shifts in a busy swimming pool environment inclusive of opening the building, ensuring all appropriate Health & Safety operational standards and met and maintained throughout the shift.
- Working in a large diverse team this role should provide leadership to full and part time co-workers
- Manage customer interactions from all booking queries for both individuals & groups/schools
- Ensure compliance with all Child Welfare & Safety Standards within our Normal Operating procedures.
- Demonstrate a clear understanding of the functions of a swimming pool
- Maintain adequate Plantroom checks and standards throughout the shift
- Maintain all cleaning and routine roster duties during the relevant shift.

### Personal Qualities & Attributes

- Positive and enthusiastic person who enjoys working in a customer facing service industry role.
- IT Skills to easily be able to manage online bookings
- Ability to both lead and work in a team alongside other team members
- Ability to work off of your own initiative

- Flexible work approach, mornings/evenings/weekends (Dedicated shift 1 weekend in 3)
- Ability to communicate easily with all customers

Templeogue College Swim Pool is an equal opportunities employer.

If you feel you are interested in the above role and have the required skills please submit your cv to [brian.sweeney@tcsp.ie](mailto:brian.sweeney@tcsp.ie) - receipt of applications is Sept 30<sup>th</sup> 2019