

We are looking for a positive, motivated person to join our team.

Job Title:	Duty Manager.	Code: (DM 101)
Locations:	Portarlinton Leisure Centre/ Portlaoise Leisure Centre,	
Reporting to:	Group Operations Manager, Laois Leisure.	
Employment type:	Permanent, full-time	
Salary:	Depending on Experience, Facility Membership, CPD Programme.	

We are looking for a **Duty Managers** for fulltime positions at Laois Leisure. We are currently expanding to multiple sites. Which offers that rare grass roots experience.

Laois Leisure comprises of Portarlinton Leisure Centre and Portlaoise Leisure Centre. Each centre consists of a Swimming Pools, Sauna & Steam Room, Gymnasium, Classes Studio, Astroturf pitches and Coffee dock. As a recognised training centre for RLSS, STA and ITEC we are committed to staff CPD and industry training. Our motto is “Working Towards a Healthier Community!” which provides a focus to our friendly and welcoming approach to our customers. Along with our membership base, we have a busy public and school lessons programme and pay per visit usage is high for all activities.

Purpose of Position is to provide a safe, welcoming environment for all our customers, effective supervision of our staff, along with development and delivery of our programmes.

Our ideal candidate would have:

- Supervisory experience in the leisure environment. (National pool supervisor qualification an advantage).
- Fitness instructor qualification (recognised by REPS Ireland) essential.
- Studio classes instruction experience essential.
- National pool lifeguard qualification.
- Pool plant qualification desirable.
- Swimming instructor qualification desirable.
- First aid responder qualification desirable.
- Be a fluent English speaker essential.

Summary of Key Duties & Responsibilities:

- Managing staff and rostering.
- Implement and maintain systems of work and reporting procedures.
- Ensure all Health and Safety procedures are monitored and implemented.
- Prepare and present reports to Group Operations Manager.
- To liaise with the overall management team on annual marketing plans.
- To deal with customer queries/feedback in a polite and professional manner.
- Ensure a high standard of hygiene, professionalism and customer service.
- Maintain clean Garda vetting and up to date qualifications and competencies throughout your employment.

Closing date: 20th September 5.00pm. CV and cover letter, quoting relevant job title and code, to pam@portarlintonleisurecentre.ie