



King's Park Sports Duty Manager

Job Description & Personal Specification

Overview

Centre:	King's Park Sports (Benham Sports Centre & King's Park Tennis Centre)
Position:	Duty Manager
Reporting to:	King's Park Sports Manager
Hours:	37.5 hours p/w (over 5 shifts Monday-Sunday)
Role Type:	Permanent – Full-time
Overall Purpose:	To provide high quality service for all users of the sports facilities of King's Park and be responsible for the café.

Job Description

- To take responsibility for the correct operation of shifts, customer relations and the manning of reception.
- To prepare the sports facilities for user groups as and when required.
- To effectively undertake required booking and payment procedures and the maintenance of such records and administration as required by the management.
- To delegate duties and support staff as appropriate.
- To take responsibility for café. Ensuring cleaning is up to standard. Checking stock, prices and keeping it up to the correct standards.
- To ensure good maintenance of all equipment at both facilities.
- To attend and participate in management meetings when required.
- To maintain appropriate standards with regard to first aid, health and safety, fire regulations and security.
- To ensure all equipment and items relating to the environment are maintained in good working order.
- Responsibility for building security whilst on duty.
- To organise and work with all user groups, as required, e.g. Birthday Parties, Children's Holiday Activities, tournaments etc.
- To actively promote N.A.Y.C/ACUK's values and outreach through the Centre's activities.



Personal Specification

Attributes	Essential	Desirable
Skills	<ul style="list-style-type: none">• Must be flexible and adaptable, self-motivated and pro-active.• A committed team player and team leader.• IT skills.• Ability to relate to people.• Responsible attitude and able to work independently as and when required.	<ul style="list-style-type: none">• A keen interest in sport, and relevant coaching qualification.
Experience	<ul style="list-style-type: none">• Experience of communicating with a wide variety of people via telephone and face to face.• Experience of handling money.• Experience in a customer-facing role, preferably gained in a reception environment including responsibility of locking and securing buildings.	<ul style="list-style-type: none">• Experience of working within a leisure environment.

This job description dates from March 2025 and may be subject to review at any time as deemed necessary.