

JOB DESCRIPTION



Position: Part-time Indoor Event Centre Assistant, MLT Event Centre

Held by: vacant

Reports to: Event Centre Supervisor

Hours of Work: The event centre is a 7 day per week operation. This position offers up to 18 hours per week, according to bookings, to be worked between Monday and Sunday. There will additional hours available between April and August to cover the winter sports season. The days of work will generally be Monday, Wednesday and Friday evenings, with some weekend days.

Date: April 2019

Key objective

The employee will assist the Event Centre Supervisor in ensuring the facility is kept tidy and to a high level of cleanliness.

Key tasks

- Undertake setup for all court requirements and be physically capable of lifting up to 30kgs on a regular basis.
- Actively ensure that all areas of the Centre are kept cleaned and well presented at all times.
- Undertake other duties as may be required from time to time by the Supervisor and and/or Aquatic Services Manager and accept changes in responsibilities and duties brought about by organisational change.
- Ensure all health and safety hazards for either staff or customers are promptly reported to the Supervisor/Aquatic Services Manager.

Personal qualities

- The employee must be able to work with minimum supervision and be able to manage workflows and prioritise tasks.
- Have the ability to handle difficult customers.
- Must be flexible and able to assist with other duties during busy periods.
- Have the ability to deal with members of the public and all user groups, ensuring that first class customer service is provided at all times.

Key relationships

- Members of the public
- User groups
- Other Council staff

Occupational health and safety

The employer and employee will meet their obligations under the Health and Safety at Work Act 2015.

The employer's duties include ensuring, so far as is reasonably practicable:

- The provision and maintenance of a safe working environment for employees and others in the workplace.
- The provision and maintenance of facilities for the welfare of employees while at work
- The provision of necessary training instructions to employees.
- The provision and maintenance of safe machinery, equipment, and working arrangements.
- The provision of suitable procedures to deal with work emergencies.
- That health and safety employee engagement and participation practices are in place.
- That it consults and cooperates with other businesses operating in the same workplace(s).

The employee will follow the employer's health and safety rules and procedures (Gore District Council's health and safety manual). The employee will take reasonable care to look after their own health and safety at work, their fitness for work and the health and safety of others.

Examples of how the employee can take reasonable care include:

- Following all health and safety rules and instructions.
- Participating in health and safety discussions.
- Taking reasonable care that their actions (or inactions) do not cause harm, or risk of harm, to themselves or others.
- Not reporting for duty under the influence of alcohol or drugs that impair their performance or fitness for work.
- Wearing all the necessary personal protective equipment and clothing.

The employee must report any potential risks, accidents, incidents and near misses so that the employer can investigate or eliminate or minimise harm or risk of harm.

Failure to follow reasonable health and safety rules (including this clause) may be considered serious misconduct.

Confidentiality

The employee during the time of employment and after termination of employment, will keep confidential any knowledge or information which may be acquired during the course of or incidental to that employment with the Gore District Council concerning any members, staff, customers or clients of the Gore District Council or other confidential matters with which the Council may have been involved.

Property

Following termination of employment, the employee shall deliver to the Gore District Council all materials, papers, documents, uniforms and any other property of the Gore District Council before a final pay will be settled.

KiwiSaver

If the employee eligible, the Council makes a matching employer contribution to any approved KiwiSaver scheme.

Other

An individual employment agreement will be entered into with the successful applicant.