

Orroroo Swimming Pool – Supervisor – Canteen and Daily Operations

POSITION DESCRIPTION

Position Title	Orroroo Swimming Pool – Supervisor – Canteen and Daily Operations	Reports to and Under Direction of	General Manager Business and Finance
Department	Business and Finance - Community	Status	Casual – Seasonal based on Swimming Pool Season and operations
Position Classification	Level 2 - Increment 1 – SA Municipal Salaried Officers Award	Roles reporting to this position	Canteen Staff and Lifeguards
Key stakeholders	- General Manager Business and Finance - Community, groups and patrons of the facility - Other Seasonal Pool operation staff		
Special Conditions	- Drivers licence – current Class “C” - General employment probity (National Police Check) and Working with Children Check - Current First Aid Certificate and CPR - The role is located at the Orroroo Swimming Pool and Administration office (as required) - Must have the right to live and work in Australia.		
Extent of Authority	Operates under direction of the General Manager – Business and Finance within established delegations (as applicable), guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act 1999 and other legislation.		

Position Purpose

The role of the Orroroo Swimming Pool – Supervisor – Canteen and Daily Operations is to:

- Responsible for the efficient management and safe operations of the Orroroo Swimming Pool
- Supervise and roster canteen staff and lifeguards, and provide overall supervision and care of all patrons and users of the swimming pool.
- Manage and maintain operations of the canteen and amenities, equipment, stock levels, and reconcile monies received as directed.
- Ensure all pool entrance fees and attendance records are collected and recorded.
- Ensure compliance with relevant Australian Standards, Council Policies, Standards and Safe Work Instructions



Our Vision and Strategic Pillars

Vision

We are a proud community, and our vibrancy makes us resilient. Our residents, businesses and visitors prosper from our beautiful landscape, health environment and well serviced regional centre.

Strategic Pillars

Prosperity

A strong and diversified local economy.

Lifestyle

Healthy, connected and empowered communities with the services they need.

Leadership

Informed decision making, strong advocacy and adaptive with change.

Landscape

A healthy, productive environment supported by best practice.

Our Staff Values

Diversity; Trust; Honesty; Ethics; Productivity; Communication; Respect; Appreciation; Pride; Excellence; Compassion; Empathy; Approachable; Dependable; Humour; Tolerance; Teamwork; Integrity; Leadership.

Key Responsibilities and Outcomes

Function	Descriptor
Swimming Pool Operations and Supervision	• Responsible for the opening and closing of the swimming pool, including placing out and taking down signage, for general opening and special events as required • Responsible for cleaning of amenities at the conclusion of general opening times • Perform and record inspections using the Skytrust system prior to the opening for patrons • Promptly record any incidents using the Skytrust system • Responsible for the safe operations during opening times by ensuring that a canteen attendant and lifeguard is in attendance at all rostered times that the pool is open to the public and/or special events as required • Responsible for the supervision and rostering of canteen staff and lifeguards • Assist in the control of a range of inappropriate and/or unsafe behaviour or acts of users of the pool and its surrounds • Assist in responding to emergencies as required by the Lifeguard, providing first aid or initiating other necessary action in the event of injury or illness
Canteen Operations and Fees Collection	• Responsible for maintaining the canteen facility and equipment, with cleaning required on a regular basis to meet standards • Monitor inventory of agreed canteen stocks to ensure adequate supplies are maintained, with orders to be placed and authorised through the Administration Office • Assist with the entering of stock and reconciliation using the POS system • Operating the canteen during general opening hours and special events as required • Preparation and serving of hot foods, drinks and other agreed canteen items • Collecting and reconciling canteen sales and casual entrance fees using the POS system • Maintaining attendance records for seasonal ticket and swim pass holders using the POS system • Ensuring all funds are reconciled daily and provided to the Administration Offices for banking • Ensure that all recording relating to the maintenance and operation of the pool canteen is undertaken using the Skytrust system

General Duties	• Monitor inventory of cleaning products and equipment to ensure adequate supplies are maintained for the daily cleaning of the facilities when open to the public • On an as-required basis, provide support and undertake other duties on a multifunctional basis across all areas of the Swimming Pool. Such activities may include any of the following activities: ○ Special events / parties / games ○ Promotional and marketing campaigns, i.e. Facebook promotion • Provide assistance to the Plant pump room operator as required including cleaning, water testing and maintenance
Key Outcomes	• Perform delegated tasks executed within agreed standards, operational plans, quality and timeframes. • Ensuring staff are rostered for the safe operation of the swimming pool. • Operational and Maintenance issues are prevented, fully resolved or appropriately escalated to the General Manager Business and Finance in a timely manner. • Timely and accurate reporting of incidents, hazards and near misses utilising the Skytrust System. • Timely completion of inspections within the Skytrust System, including corrective actions • A positive team culture is developed and maintained. • Compliance with all mandatory obligations, policies and procedures is maintained. • Mandatory compliance with all WHS standards, policies and procedures. • Ensure Council Human Resource policies and procedures are adhered to at all times
Work Health and Safety (WHS)	• To take reasonable care of their own safety and that of others at work. • To obey all instructions from their supervisors issued to protect their own personal health and safety and that of others and not to perform any procedure or task unless they have received appropriate training and instruction. • To take such action as is within their competence and responsibility to report or make such recommendation to a higher level as they deem necessary to avoid, eliminate or minimize hazards of which they are aware in regard to working conditions or methods. • To report any accident, injury or near miss which arises in the course of their work. And also to provide input into solutions for resolving them.

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| | <ul style="list-style-type: none"> • Actively participate, when required, in a rehabilitation or amended work program and support any member of your workgroup that may be under this type of program. • To keep work areas in a safe condition. • To ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their own safety or that of others. And report any prescribed medication that may adversely affect your performance. • Follow approved policy, procedure and practices, including use of safety devices and protective equipment where required. • To not interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure. • To take part in the election of Health and Safety Representatives for your workgroup and be supportive of their role. • Support and take active part in consultative activities, including meetings, training, risk assessments, workplace inspections, safe work procedure reviews, policy reviews and daily safety analysis worksheets. • Ensure that record keeping requirements are met including, completion and return of medical, induction, incident, hazard and training documentations, documentation of start-up checks, equipment maintenance, daily safety worksheets, road work records. |
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Required Capabilities

Core Capabilities	Descriptor
Behaviour, Networks and Relationships	• Trustworthy, reliable, and dependable and acts with initiative. • Good time management skills • Works collaboratively and develops productive working relationships with colleagues. • Takes ownership for actions and is accountable for individual results. • Positive and personable in approach with other team mates and customers. • Demonstrates appropriate and professional workplace behaviour in accordance with the Code of Conduct.
Communication	• Communicates effectively with a wide range of people, adapting style to match the audience and situation. • Communicates ideas clearly and confidently both verbally and in writing. • Recognises and listens to verbal, electronic or hand-written instruction and is competent in following direction
Knowledge and Skills	• Working knowledge of canteen operations and food safety standards.
Experience and Qualifications	• Previous experience in swimming pool operations, including canteen and food preparation, cash handling, stock control and cleaning is desirable but not essential • Previous experiencing with the rostering and supervision of staff is desirable

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Employee Name		General Manager Business and Finance	
Signature		Signature	
Date		Date	