

POSITION DESCRIPTION

Position Title:	Lifeguard/ Pool Attendant (casual)	Position Code:	6-CASPL
Division:	Liveability	Grade:	B
Location:	Dubbo/Wellington/Geurie	Hours/Week:	Casual
Reports to:	Aquatic Centre Manager		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

This position includes undertaking Lifeguard duties at the Dubbo Aquatic Leisure Centre, Wellington Aquatic Leisure Centre and/or Geurie Swimming Pool ensuring a high standards of safety and customer service. The role is responsible for assisting with the supervision of all activities within the pool complex, cleaning and maintaining the Aquatic Centres, daily operation of reception and café duties ensuring food and beverages are of a high standard.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Pool Complex Duties	<ul style="list-style-type: none"> Undertake general lifeguard duties including: surveillance of the pool deck; ensuring patrons are abiding by pool rules at all times. Undertake rescues and emergency interventions in accordance with centre and Council policies and procedures, RLSSA Guidelines for Safe Pool Operation and Industry standards and practices. Take appropriate action in the event of an emergency or incident that could endanger the wellbeing of patrons at the Centre. Undertake general cleaning duties as required (this includes cleaning of bathrooms, café area and change rooms), ensuring the pool deck, cafe, change rooms and toilet facilities are kept in a hygienic manner. Assist in the day to day operation of the Centre reception and café including meeting, greeting and serving patrons and visitors to the Aquatic Centres; operating café equipment to cook and prepare food which complies with the provisions of the Food Act 2003 and regulations; ensuring equipment, reception and café areas are maintained to a clean hygienic standard; cash handling; reconciliation and accurate data entry. Wear appropriate uniform and personal protective equipment while on duty and ensure lifeguards do the same Communicate professionally and effectively with other Aquatic Centre staff, management and Centre patrons, maintaining high standards of customer service and professional conduct. Assist and rectify, where possible, patron difficulties and queries Work and contribute as part of a team

Key Accountabilities / Duties

- Work efficiently when unsupervised
- Complete workplace paperwork and appropriate and required, and ensure accurate recording and reporting of all accidents, incidents and customer complaints
- Maintain the currency of qualifications and update and renew qualifications at appropriate times
- Work according to a roster which includes early morning and evening shifts and weekend work across Aquatic Centres.
- Cooperate with the Aquatic Centre Manager and Pool Coordinator/s in the implementation of appropriate staff rosters, procedures and systems.
- Work closely with the Aquatic Centre Manager, Pool Coordinator/s and other staff to continually look at ways to improve service delivery.
- Attend staff meetings, ongoing professional development and training programmes after hours and as required.
- Act as Senior Lifeguard (if qualified) when required
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended for time to time.

Inherent Requirements of the Position

1. Working with Children Check (or ability to obtain prior to commencement)
2. Class C Drivers Licence
3. Senior First Aid Certificate
4. CPR Certificate
5. This position requires a Pre-employment Health Assessment.
6. This position is required to work outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role.
7. As this position is required to spend extended periods of time outdoor safe clothing and sun-protective measures must be used.
8. Ability to work Monday to Sunday on a rotating roster.
9. The occupant of this position will be required to travel between Dubbo, Wellington and Geurie and operate out of Council's office or depot facilities as necessary.

Selection Criteria

Essential

1. Current RLSSA Pool Lifeguard Certificate

2. Sound knowledge of pool supervision, water safety, water education, first aid, resuscitation and rescue techniques and public safety requirements.

Desirable

1. RLSSA Pool Lifeguard Licence (ability to obtain within first 3 months of employment)
2. Current AUSTSWIM Teacher of Swimming & Water Safety, Adults, Aquatics, Access and Inclusion and Infants and Preschool Aquatics
3. Food Handlers Certificate (Use Hygienic Practices for Food Safety) and Barista Certificate (Prepare and Serve Espresso Coffee) or equivalent
4. Sound working knowledge of work health and safety requirements of an Aquatic Centre environment, NSW Health Standards and water quality requirements for public swimming pools and water treatment and plant operations
5. Excellent communication skills (both verbal and written) including the ability to interact and communicate effectively with patrons and other staff in a professional manner
6. Ability to undertake reception and café duties including food handling and preparation, cash handling and point of sale system use as well as undertake general cleaning and routine maintenance duties.

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- **Progressive**
 - Be Curious, Courageous And Committed
- **Sustainable**
 - Balanced Approach To Growth & Opportunity
- **One Team**
 - Working Together
- **Integrity**
- **Accountable For Our Actions**

Work Health and Safety

All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:

- Complying with Council's WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours
- Participating in any WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- The General Manager, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy

Organisation Wide Accountabilities

Sustainability	Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	Staff will, at all times, adhere to: <ul style="list-style-type: none"> • Council’s adopted Code of Conduct. • Council’s Anti-Discrimination and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council’s policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: