

<b>Index</b>	<b>214/LAG/CLO</b>
<b>Post Title</b>	<b>Leisure Attendant (Golf)</b>
<b>Division</b>	<b>Operations</b>
<b>Section</b>	<b>Outdoor Services</b>
<b>Location</b>	<b>Sport Aberdeen Golf</b>

\* Candidate's suitability will be measured by assessment in the following ways:

**A** – Application: **I** – Interview: **R** – References: **X** - Interview Exercise(s)

		Essential	Desirable	Assessment
<b>Experience</b>				
1	Experience of working in a customer-oriented environment	X		A I
2	Cash handling experience	X		A I
<b>Skills and Abilities</b>				
3	Good communication skills in all formats	X		I R
4	Effective team worker	X		I R
5	Self-motivated	X		I R
6	Able to work with minimum supervision	X		I R
7	Able to understand and respond to given instruction	X		I R
8	Able to operate within legislative guidelines	X		I R
9	Able to deal with customers in a helpful and friendly manner	X		I R
10	Good written / numerical skills	X		I
11	Calm under challenging situations	X		I
<b>Attributes</b>				
12	Enthusiastic with a positive (can-do) attitude	X		I R
13	Confident	X		I R
14	Adaptable		X	
<b>Qualifications and Training</b>				
15	Manual Handling Certificate			A

16	Course modules in ISRM Sport & Recreation Operation Certificate or equivalent	X	A
17	Ongoing continuous personal development		A I
18	Willingness to undertake training/accreditation required for job role	X	I
<b>Other</b>			
19	Consideration should be given to transport, as starting and finishing times may be unsuitable for public transport	X	
20	Able to manoeuvre, set-up and dismantle equipment	X	
21	Interest in leisure.	X	A I
22	Show flexibility as required to work shifts including the weekends	X	
23	Tidy appearance	X	

<b>Prepared/Updated by</b>	Nigel Spencer - Golf and Outdoor Services Manager	January 2022
<b>Approved by</b>	Nickie Scorgie - Head of Human Resources & Organisational Development	January 2022
<b>Status</b>	APPROVED	January 2022