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Post Title	Leisure Attendant (Golf)
Division	Operations
Section	Outdoor Services
Location	Sport Aberdeen Golf

* 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
	Experience			
1	Experience of working in a customer-oriented environment		X	A I
2	Cash handling experience		X	A I
	Skills and Abilities			
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
	Attributes			
12	Enthusiastic with a positive (can-do) attitude	X		I R
13	Confident		X	I R
14	Adaptable		X	
	Qualifications and Training			
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
Other			
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	

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