



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	Pool Lifeguard	
Division	Community and Engagement	
Group	Recreation and Aquatics	
Responsible to	Centre Operations Coordinator	
Position Supervises	Direct: Nil Indirect: Nil	
Position No.	IW7030	
Status	Casual – Up to 35 hours per week	
Hours	This position may also be required to work at other IWC Aquatics Facilities either on an ad hoc basis, rotational basis, or as part of a deployment to another facility. The Inner West Council Aquatics Facilities operate for 7 days per week from early morning to late evenings. The role will be required to work a range of shifts in accordance with the roster.	
Salary Point	Z3A (former Leichhardt)	
Salary	\$32.96 per hour (includes 25% casual loading)	Band/Level: 1/3
Allowances	As applicable to the position	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check	
Date reviewed: August 2019	Reviewed by: Centre Operations Coordinator	

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

To ensure the safety of Aquatic Centre patrons and provide First Aid when required. To provide a high level of customer service for all patrons.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Hold a current RLSSA (NSW) Pool Lifeguard Certificate or equivalent.
2. Hold a current Apply First Aid Certificate
3. Communication and team work skills.
4. Thorough knowledge of Resuscitation and First Aid.
5. Initiative and ability to work with minimum supervision.
6. Excellent customer, communication and service skills.
7. Knowledge and understanding with a commitment to implement EEO and WH&S principles.
8. Must meet Child Protection Act requirements and hold a current Working with Children Check clearance.

Desirable Criteria

1. An understanding of swimming pool operations.
2. Basic report writing skills.
3. Pool Operations Certificate

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- To ensure high standards of cleanliness and hygiene are maintained.
- To liaise with the Centre Supervisor regarding bookings and activities and allocate pool areas efficiently.
- To ensure pool users are safe at all times by patrolling designated pool areas in accordance with The Centre Supervisor's instructions and follow Aquatic Centre rules and safety requirements.
- Monitor water safety and give assistance to patrons and users where necessary, including first aid and resuscitation.
- Ensure high standard of public relations and customer service.
- Work cooperatively in a team, and with other Aquatic Centre staff to ensure efficient and effective operations.

- Provide information to public on pool and Aquatic Centre activities.
- Clean toilets and change rooms at beginning / end / during shift (as necessary).
- Test the pool water to NSW health department guidelines as directed by the Centre Supervisor.

Kiosk / Reception duties

- Answer phone and personal enquiries
- Providing up-to-date information on Centre activities – Brochures
- Provide efficient and accurate calculation of entry fees
- Work cooperatively in a team environment.
- Use correct food handling and preparation techniques
- Make efficient and accurate sales of the following
 - Goggles & Accessories
 - Memberships
 - Kiosk food sales
- Other duties as directed including reception, ground maintenance and general cleaning.

KEY RELATIONSHIPS:

Internal: Centre Operations Coordinator, all Centre Staff

External: General Public, members, user groups.

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY LEVEL 6

Level 6 staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Pool Lifeguard** as detailed in this document.

Signature: Date: / /