

POSITION DESCRIPTION

Position Title:	Crèche Assistant
Position Number:	10431
Directorate:	Community Services
Reports to:	Crèche Coordinator
Department:	Community Facilities
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 2

1. POSITION OVERVIEW

The Crèche Assistant is responsible for effectively assisting the Crèche Coordinator in the day to day running of the Crèche, providing a quality facility by ensuring a safe, clean and fun environment.

1.1 Position Objectives

- Liaise with Crèche Coordinator concerning any matter relevant to the good order and management of the crèche facility.
- To liaise with the Manager Community Facilities concerning any matter relevant to the good order and management of the crèche facility.

2. DUTIES & RESPONSIBILITIES

2.1 Crèche Operation

- Ensure crèche is operated in a professional manner.
- Ensure well-being of all children in the crèche.
- Ensure crèche is always clean and left in a clean state.
- Report any damage of Centre facilities and equipment to your Supervisor.
- Perform first aid as required.
- Maintain a clean tidy and professional appearance and wear appropriate clothing.
- Perform other duties as required.

2.2 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety.
- Utilise the City's procedure for OHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of safety or health.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the OHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Demonstrated ability to manage and interact with children and ensure a safe environment at all times.

3.2 Specialist Knowledge and Skills

- Demonstrated experience in either supervising or assisting in a crèche facility.
- Ability to work flexible hours.

3.3 Interpersonal Skills

- Demonstrated ability in the areas of time management, organisation, and initiative and working in a team environment.

3.4 Qualifications and Experience

- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)
- Working with Children Check or provide proof of having applied for the assessment (e.g. a receipt)
- Current First Aid Certificate

POSITION DESCRIPTION

Position Title:	Café Attendant
Position Number:	11093
Directorate:	Community Services
Reports to:	Leisure Duty Manager – Customer Service
Department:	Community Facilities
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 2

1. POSITION OVERVIEW

The Cafe Attendant will be responsible for the provision of a high standard of customer service within the Leisureplex Cafe in order to achieve Council's objectives. In addition, they will be responsible for the cleanliness and quality presentation of the cafe.

1.1 Position Objectives

- Liaise with the Leisure Duty Manager – Customer Service concerning any matter relevant to the good order and management of the cafe.
- Ensure all day-to-day produce is available and received at a quality standard.
- Ensure the quality presentation of the café and serving areas.

2. DUTIES & RESPONSIBILITIES

2.1 Customer Service and Communication

- Provide a consistent and high level of service to customers of the café.
- Receive incoming telephone calls and deal with customer enquiries

2.2 Housekeeping, Food Handling & Hygiene

- Ensure the Leisureplex Cafe is maintained in a hygienic, clean and presentable condition, meeting all standards and perform daily hygiene and cleaning duties.
- Ensure that all health department checks are passed 100% of the time.
- Ensure that all health acts and regulatory requirements are being adhered to.
- Assist with the preparation of food items for the day's trading and serve patrons.
- Ensure the highest-level produce is being delivered at all times.

2.3 Administration & Finance

- Undertake daily administrative tasks such as daily banking procedures, cash handling, complete workplace inspections, ordering of stock and end of year stocktake.
- Assist with monthly rostering duties and casual staff timesheets under the supervised direction of the Leisure Duty Manager – Customer Service.

2.4 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.

- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under regular supervision of the Leisure Duty Manager – Customer Service.
- Works in accordance with approved Council's policies, procedures and guidelines.

3.2 Judgement and Problem Solving

- Sound problem solving and conflict management skills.
- Developed numeracy, cash handling, verbal and written communication skills with a high level of attention to detail and accuracy.

3.3 Specialist Knowledge and Skills

- Sound knowledge of the provisions of the Health Act, Regulations and By-Laws applying to the operation of a food and beverage outlet.
- Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals.

3.4 Interpersonal Skills

- High level of customer service skills including duty of care responsibilities to the public.
- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

3.5 Qualifications and Experience/Other Requirements

- Certificate in hospitality, food / beverage & housekeeping or demonstrated relevant experience is desirable.
- Previous experience in a customer service role.
- Experience using merchant facilities.
- Current C class driver's licence (desirable)
- National (or Federal) Police Certificate (no more than 6 months old)

POSITION DESCRIPTION

Position Title:	Program Assistant
Position Number:	10421
Directorate:	Community Services
Reports to:	Leisure Duty Manager - Programs
Department:	Community Facilities
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 2

1. POSITION OVERVIEW

The Program Assistant is responsible for effectively assisting in the supervision of recreation programs and to ensure a safe environment is provided to all Centre users / clientele.

1.1 Position Objectives

- To assist Leisure Duty Manager - Programs in the provision of recreation programs for the residents of the City.
- To liaise with the Leisure Duty Manager - Programs concerning any matter relevant to the operation of the recreation programs.

2. DUTIES & RESPONSIBILITIES

2.1 Programs

- Assist the Leisure Duty Manager – Programs in developing quality programs for children and adults.
- Assist participants in developing skills appropriate to the recreation program
- Participate in special events, e.g. in-house workshops.
- Maintain open and effective communication with other staff members.
- Enjoy yourselves and convey this to participants.
- Be professional, reliable, responsible and mature in dealing with participants
- Assist with the set up and packing away of equipment.
- Make exemplary customer service a priority.
- Report any damage of Centre facilities and equipment to your Supervisor.
- Perform first aid as required.
- Respond to all in-house communication, e.g. Roster Availability.
- Maintain a clean tidy and professional appearance.
- Perform other duties as required.

2.2 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for OHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of safety or health
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near-miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident

Incident Report form as soon as reasonably practicable within 24 hours where possible.

- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the OHS Management at the City of Karratha: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Specialist Knowledge and Skills

- Developed skills in the supervision of children.

3.2 Management Skills

- Demonstrated ability in the areas of time management, organisation and initiative and working in a team environment.

3.3 Interpersonal Skills

- Highly developed verbal and written communication skills.

3.4 Qualifications and Experience

- Demonstrated experience in working within recreation industry and working with children
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)
- Working with Children Check
- Current First Aid Certificate (desirable)

POSITION DESCRIPTION

Position Title:	Gym Instructor
Position Number:	10881
Directorate:	Community Services
Reports to:	Leisure Duty Manager - Fitness
Department:	Community Facilities
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 2

1. POSITION OVERVIEW

The Gym Instructor is responsible for undertaking appraisals and providing instruction in the gym, safely and effectively.

1.1 Position Objectives

- To assist Council's recreation staff in the provision of recreation services for the residents of the City.
- To liaise with the Leisure Duty Manager - Fitness concerning any matter relevant to the good order and operation of the gym and management of the centre.

2. DUTIES & RESPONSIBILITIES

2.1 Gym Instruction

- To undertake health appraisals and perform the standard range of fitness tests in a professional manner
- To provide all clients with the highest standard of information on health and fitness issues at all times
- To run theory and practical orientated workshops for gym clients
- To supervise in the gym, ensuring clients are using the gym effectively and safely
- To ensure equipment is not misused in any way, that gym is left tidy and equipment put away
- Prepare monthly newsletters and items of interest for gym clients
- Be aware of, and conform to, all laws that affect professional practice and recognize the importance of duty of care, public liability and professional indemnity
- Maintain relevant qualifications
- Clean and service equipment as appropriate

2.2 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health
- Observe all safe working practices as directed by the supervisor

- Use and maintain protective equipment correctly
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills

3.2 Specialist Knowledge and Skills

- Demonstrated experience and knowledge of fitness testing and exercise programming

3.3 Interpersonal Skills

- Excellent communication skills with a high level of motivation and ability to motivate others

3.4 Qualifications and Experience

- Physical Fitness of an acceptable level to perform duties of a fitness leader
- Certificate III in Fitness (or above)
- Current Provide First Aid Certificate
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)

POSITION DESCRIPTION

Position Title:	Group Fitness Instructor
Position Number:	10411
Directorate:	Community Services
Reports to:	Leisure Duty Manager - Fitness
Department:	Community Facilities
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 4

1. POSITION OVERVIEW

The Group Fitness Instructor is responsible for the safe and effective provision of a quality group fitness program to the community.

Position Objectives

- To assist Council's recreation staff in the provision of recreation services for the residents of the City.
- To liaise with the Leisure Duty Manager - Fitness concerning any matter relevant to the good order and management of the Fitness programs or facilities.

2. DUTIES & RESPONSIBILITIES

2.1 Group Fitness

- Ensure class/programs are relevant and beneficial to user groups
- Maintain highest standard of program at all times.
- Attend meetings to discuss programming and group fitness requirements
- Arrive 10 minutes prior to class time and be available for 10 minutes post class time for 'client interaction' or queries.
- Maintain the condition of the microphone and batteries, prior to, and after the allotted class.
- Be aware of, and conform to, all laws that affect professional practice and recognise the importance of duty of care, public liability and professional indemnity.
- At the conclusion of the class the room is to be left tidy, equipment put away and both the fans and stereo system turned off.
- To ensure all practices and information given regarding exercise, nutrition or physical activity are consistent with the teamwork ethos and practice.
- Be aware of professional limitations and make referrals to other qualified professionals when participant / client needs exceed scope of knowledge.
- Assist in planning and evaluation of the group fitness program, including timetable changes to constantly improve the quality of the programme offered at the centre.
- Ability to analyse and respond to changes in the group fitness industry.
- Be prepared to undertake training as determined by fitness industry trends.
- Report all accidents, incidents and hazardous situations.

2.2 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

3.2 Specialist Knowledge and Skills

- Physical fitness of an acceptable level to perform duties of a fitness leader.
- Demonstrated experience in teaching or team-teaching group fitness programs and knowledge of safe and effective group fitness techniques.

3.3 Interpersonal Skills

- Excellent communication skills with a high level of motivation and ability to motivate others.

3.4 Qualifications and Experience

- Relevant group fitness certification and experience
- Relevant formal training through recognized training authority (eg. TAFE)
- Current Provide First Aid Certificate
- National (or Federal) Police Certificate (no more than 6 months old)
- Current C class driver's licence

POSITION DESCRIPTION

Position Title:	Personal Trainer
Position Number:	10845
Directorate:	Community Services
Reports to:	Leisure Duty Manager - Fitness
Department:	Community Facilities
Agreement:	<i>City of Karratha Enterprise Agreement 2021</i>
Classification:	Level 4 Step 2

1. POSITION OVERVIEW

The Personal Trainer is responsible for motivating people pursue a healthy lifestyle by incorporating physical fitness activities into their daily routine.

The personal trainer should be aware of all the basic nutrients required by the body. They should have good knowledge about the gym equipment like treadmills, elliptical trainer etc.

1.1 Position Objectives

- Understand the needs of the client and plan the workout routine accordingly
- Promote personal training and other services provided by the City of Karratha
- Conduct personal training sessions within the Company's policies and protocol

2. DUTIES & RESPONSIBILITIES

2.1 Personal Training

- Understand the needs of the client and plan the workout routine accordingly
- Choose correct set of exercises for the client
- Demonstrate the exercises and ensure that the client is performing the exercises correctly.
- Explain the effects of particular exercises to the client.
- Ensure exercise equipment is in good condition.
- Motivate clients to achieve their set fitness goals.
- Be punctual and ensure that the designed workout routine is followed properly.
- Design a rehabilitation program in case the client suffers from some injury.
- Provide nutrition and fitness tips to the client to enhance the workout program.
- Keep record of all clients programs and vital information in the Centre.

2.2 Occupational Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to safety
- Utilise the City's procedure for *OHS Communication, Consultation and Issue Resolution*.
- They will not misuse or damage any equipment provided in the interests of safety or health
- Observe all safe working practices as directed by the supervisor
- Use and maintain protective equipment correctly

- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Report all hazards using the Hazard Notification Form.
- Other roles and responsibilities outlined in the *OHS Management at the City of Karratha: Roles and Responsibilities*.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Accountable for all actions associated with Personal Training
- Track client paperwork and ensure accuracy at all times

3.2 Specialist Knowledge and Skills

- Aware of all the basic nutrients required by the body
- Good knowledge about the gym equipment like treadmills, elliptical trainer

3.3 Interpersonal Skills

- Take pride in each and every client, assisting him or her in every way possible
- Be punctual and conduct yourself in a professional manner

3.4 Qualifications and Experience

- Cert IV Personal Trainer or Higher (Sport Science)
- Current First Aid Certificate; with the ability to administer aid for minor injuries that may occur during training sessions
- National (or Federal) Police Certificate (no more than 6 months old)
- Current C class drivers licence