



## **JOB DESCRIPTION**

- Job Title:** *Fitness Instructor / Country Club Assistant*
- Responsible to:** *Country Club Manager / Hotel Management / Directors*
- Main Purpose:** *To greet and welcome prospective, current members and residents of the club and to ensure the individuals safety and comfort at all times. To ensure the expected high standards of customer service, health & safety, cleanliness and hygiene is maintained in La Mon Country Club as a whole.*

### **Main tasks and duties**

- To supervise pool and gym areas;
- To undertake fitness instruction where qualification or adequate training permit;
- To ensure that individual programme cards are updated on a daily basis;
- To devise Gym Challenges;
- To maintain and operate a tidy reception area to hotel standards;
- To assist with all aspects of cleaning and hygiene procedures;
- To assist with the day to day operations and maintenance of the pool, spa, sauna, steam room, solarium and fitness suites as required by management;
- To take due care and attention when undertaking any task or procedure;
- To promote and sell membership of the country club with a friendly and helpful attitude;
- Adding new memberships to system & mailing new members;
- Liasing with country club manager to analyse monthly membership sales;

- Membership renewal letters;
- Email brochure requests;
- To ensure that assistance is available in the fitness suites at all times;
- To operate the reception computer and balance the cash till at the end of every shift;
- To maintain a high standard of personal hygiene and appearance;
- To carry out periodic checks on rooms and on all equipment;
- To maintain pool and Jacuzzi water temperature and chemical balance;
- To follow all health and safety policies and procedures as devised by management;
- To attend training courses as and when necessary;
- To ensure effective communication to management and peers;
- To advise the country club management or document in their absence any relevant member or general public requests, i.e. change of membership type, request for more information;
- To ensure that due care is taken for the health and safety of yourself, other employees, residents, members and any other persons on the premises;
- Report and where appropriate take action on any incident, accident, fire, loss or damage;
- Any other duties and responsibilities as requested by management.