Position Description

POSITION TITLE:	**Inflatable World Play Ground Supervisor**
JOB PURPOSE:	To provide a safe fun filled playing area within inflatable world. Communicating, respectfully with both children and parents to ensure that they have the best time possible
REPORTS TO:	Centre Owner
SUPERVISES:	Matt Beatson. Amy Buhagiar. Brendan Lindhe. Ryan Witty. Breanne Beatson.
RELATIONSHIPS:	All Inflatable World Users, Spectators and Centre Staff

Key Results Areas	Key Performance Indicators
General Responsibilities	• Actively supervise all users in the play ground • Assist in the set up and dismantling of Inflatable world • Take Payments at reception • Monitor number of users and correctly band users • Make coffees and serve snacks, drinks and ice creams • Clear tables • Actively participate and interact with users to make their visit more exciting • Set up and clean up activities and facility areas used by customers • Ensure physical safety of customers other staff at all times • Treat all customers with dignity and respect • Work as a team • Act professionally • Set clear boundaries for the castle activities – be consistent • Practice positive behaviour guidance to ensure the enjoyment of all • Always act as a good role model in appearance, bearing and deportment • Know and understand your role
Health and Safety	• Follow Inflatable World & Facilities Code of Practice, procedures and Health and Safety standards • Know and complete appropriate documentation pertaining to play ground activity • Actively assist the manager in the event of an evacuation • Always be aware of safety of self, colleagues and customers • Ensure understanding of playground RAMs (Risk Assessment Management) through reading, questioning Manager and challenging where appropriate
Cleaning / Facility Presentation	• Take ownership for ensuring your work area is always clean, tidy and well presented ensuring all cleaning is carried out in a timely manner without inconveniencing customers • Be proactive in promoting a clean and tidy environment eg if you see any rubbish / debris in or around the centre, pick it up and dispose of it • Ensure all common areas (eg kitchen, storage and laundry) are kept clean and tidy by cleaning up after yourself; putting items away where they belong • Demonstrate teamwork and pitch in to help clean any area within the centre that requires attention to ensure the presentation of your facility is always at

Employee Initial: _____

Manager Initial: _____

	its optimum for centre users / participants • Promptly report any urgent outstanding cleaning or maintenance matters to the Centre Manager
Skills and Knowledge	
• Empathy for children and Customers • Experience working with children eg babysitting, coaching • General work experience covering lines of responsibility and work ethics	

KEY BEHAVIOUR COMPETENCIES		
Competency	**Definition**	**Example Behaviours**
Personal Values	Demonstrate personal values commiserate with operating a public facility where children & adults interact.	• Honesty • Respect • Caring • Responsibility
Initiative	Initiative is a capacity for taking action and doing more than is required or expected in the job. This includes doing things that no one has requested, which will improve or enhance job results and avoid problems.	• Does more than required and takes on extra tasks not in job description • Views and tackles problems before they become urgent or inescapable
Leadership	Leadership is the intention to take a role as leader to a team or other group. It implies a desire to lead others. Leadership is generally, but certainly not always, shown from a position of formal authority – it also involves the ability to assume responsibility in certain circumstances.	• Inspires, guides and directs team toward goals and vision • Ensures that high standards of performance are maintained • Leads by example • Can break down instructions to ensure they are easily captured and instigated
Teamwork	Teamwork implies a genuine intention to work cooperatively with others. This includes assisting with their work, and valuing the assistance and ideas of colleagues.	• Genuinely values others input and expertise, and is willing to learn from others • Identifies and promotes team orientated activities and behaviours
Communication Skills	The effective transfer of relevant information in an appropriate and timely manner.	• Able to present complex information and jargon into language easily understood by the layperson • Conveys information to a wide range of people
Personal Presentation	The degree to which the individual portrays a professional image appropriate to a specific situation.	• Wears correct Inflatable world uniform and identification at all times while on duty • Maintain a high standard of personal presentation

Employee Name: _____

Signed in acceptance of the above:_____

Date: _____

Employee Initial: _____

Manager Initial: _____