

Position : **Sports & Recreation Changing Room Assistant**
Job Summary : Responsible for overseeing and controlling the handling of towels and daily collection from the linen

Specific duties and responsibilities

1. Proper signing in and out of towels issued to members at the changing rooms
2. To handle members' complaints such as the loss of belongings at the changing rooms, improper usage of the facilities, guests' fees etc.
3. To check members' lockers at the changing rooms weekly.
4. To replenish toiletries at the changing rooms daily.
5. To ensure proper operation of the steam bath, sauna room and cleanliness of the toilets daily.
6. To assign staff to send the soiled towels to the Linen Room and also to collect clean towels daily.
7. To ensure the returning of towels and locker keys by all members. Members to be billed immediately if any discrepancies are found.
8. To conduct regular inventory checks on the availability of toiletries.
9. To schedule staff roster.
- 10 To reassign staff duties when manpower is insufficient for the day.
11. To ensure staff attendance and punctuality.
12. To ensure that all counter staff provide excellent services to members.
13. Perform other related tasks assigned by the Senior Changing Room Assistant, Sports & Recreation Manager/ Executive