

Recreation Supervisor Job Description

Our company is growing rapidly and is hiring for a recreation supervisor. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for recreation supervisor

- Develops and monitors department budgets and reviews expenditures
- Acts as liaison between Board and committees
- Confers with the General Manager concerning objectives, new or revised policies, operating and matters affecting policies, and membership
- Complete all duties to open and/or close recreation for the day
- Handle guest concerns should they arise and enter situations into the We Care
- Ensure clean-up activities around hazardous materials, including bio-hazardous materials, is handled in accordance with established policies
- Responsible for training all new spa and recreation staff, therapist and spa attendants and ensuring all job requirements and standards are met
- Effectively resolve guest complaints with professionalism and confidence and communicate with the Spa Manager regarding issues and resolutions
- Manages, motivates and organize personnel in order to improve the quality and creativity of spa & recreation services in line with brand standards and makes suggestions for improvement
- Follow all company policies and procedure

Qualifications for recreation supervisor

- A minimum of 1 year of Supervisor experience in a fast-paced production/manufacturing environment
- Knowledge of and experience with implementing Lean Manufacturing and 5S practices
- A good mechanical aptitude, significant planning and organizational skills relating to manufacturing and demonstrated leadership
- A demonstrated ability to interact positively with co-workers and other employees
- The ability to work varying hours including some weekend shifts
- A Bachelor's degree in a field related to manufacturing

Civil Service Recreation Leader Study Guide

Michal Rosen-Zvi



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