



## PADEL ASSISTANT

### **PRIMARY JOB PURPOSE**

To work with the padel team in the day-to-day operations of the Auckland Park Padel Facility. Assisting member padel bookings, check-ins and billing and facility management. The Padel Assistants are also required to assist with Food and Beverage service to members at the padel courts.

### **KEY RESPONSIBILITIES**

- Responsible the day-to-day operation of the Padel facility.
- To deal with all Padel court reservations, cancellations, amendments.
- To check-in and bill all players for games as per policy and do related cash-ups and reports.
- To sell equipment and merchandise to players, manage the stock control.
- To assist all members and their guest at the Padel facility.
- Ensure the facility is always kept at a high standard of cleanliness and functionality.
- Provide a friendly, helpful and positive energy for members and their guests.
- Provide daily reports for Racquets Manager/Supervisor on the day.
- Responsible for food and beverage orders.
- Responsible with cleaning of courts and surrounds.
- Report any breakages or maintenance issues to Racquets Manager/Sports Manager.
- Assist with socials and tournaments.

### **PERSONAL ATTRIBUTES & SKILLS**

- Ability to work well with team members
- Honest and reliable individual
- Attention to detail and accuracy
- Must be able to and willing to work children
- Strong communication skills
- Customer service orientated
- Strong administration skills
- Competent computer skills in Microsoft Office suite

## ***MINIMUM / PREVIOUS EXPERIENCE***

- Bar service/waitron experience

## ***QUALIFICATION***

- Minimum Matric
- Qualification in the hospitality industry preferred.

## ***PROPERTY***

- Auckland Park

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested employees must complete the application form and submit with their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than **12<sup>th</sup> September 2024**.