



## RACQUETS ASSISTANT

### **PRIMARY JOB PURPOSE**

To manage reservations for Padel and Tennis court bookings, check ins and bill members and their guests for Tennis and Padel in and around the Padel and Tennis Precinct. Assist in the Racquets Proshop by selling merchandise and equipment and manage the stock and the outlet. To deal with any relevant queries and issues raised by members and guests. To provide overall assistance and service at the Padel and Tennis Precinct including food and beverage service, cleaning of courts and the surroundings.

### **KEY RESPONSIBILITIES**

- Assist in the day-to-day operation of the Padel and Tennis Precinct.
- Manage all Padel and Tennis court reservations, cancellations, and amendments.
- Check-in and bill all players for games as per Padel and Tennis policy.
- Cash-ups and reports to be done at the end of the shift and signed off by the manager on duty.
- Sell equipment and merchandise to players and manage the stock control and Proshop area.
- Assist all members and their guests at the Padel and Tennis Precinct.
- Ensure the facility is always kept at a high standard of cleanliness and functionality.
- Provide a friendly, helpful, and positive energy service for members and their guests.
- Create and provide daily reports to the Racquets Manager/Supervisor on the day.
- Assist with food and beverage orders.
- Assist with cleaning of courts and surrounds.
- Report any breakages or maintenance issues to the Racquets Manager/Sports Manager.
- Assist with socials and tournaments.
- As part of the general sports team, work in any sports-related area as required.

### **PERSONAL ATTRIBUTES & SKILLS**

- Strong Communication skills (Written and Verbal)
- Great social and interpersonal skills.
- Computer Skills (MS Office – Intermediate user)
- Great knowledge of sporting codes.
- Must be able to and willing to work with children.
- Able to work early mornings and late nights.
- Creative and forward thinking.
- Be able and willing to work weekends and holidays.

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

- 1 – 2 years' experience in a similar role or sporting environment.
- Physically fit and active individual.
- Physically able to assemble equipment.
- Active knowledge in the field of sports be up to date with everything.
- Readily available to participate in sports.

## ***QUALIFICATION***

- Matric or equivalent.
- Tertiary qualification in Sports Marketing or Sports Management (preferred)
- Valid SA driver's license (advantage)

## ***PROPERTY***

- Woodmead

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## ***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 **24<sup>th</sup> January 2025**.