

RECREATION SUPERVISOR QUESTIONNAIRE

SW/HRD/QRS/001.1	Date:
Name:	<input type="checkbox"/> Have Qatari Driving License?

SN	DESCRIPTION	None	Familiar	Average	Good	Excellent
1.	Reporting to Senior Steward, will be responsible for overall operating of the Gym and the indoor sports facility, organizing programs/activates in liaison staff, should be a strong leader who takes ownership of the recreation & all aspects of running it successfully.					
2.	Supervise and oversee the facility, ensuring that the facility remains in compliance with safety regulation and health codes.					
3.	Ensures the equipment are kept to required standard of cleanliness and maintenance. Comply with all health and safety regulations.					
4.	Ensure that the equipment is used in a proper and safe manner and evaluate performance of equipment to ensure continuity of the processes.					
5.	Maintain log book on daily basis. Schedule staff for work also should maintain employee/gym member's records.					
6.	Make periodical stock-check of equipment submit the report to Senior Steward					
7.	Develop, plan and organize different recreation programs including special events.					
8.	Maintain and design the online recreation registration program and reservation requests.					
9.	Participate in the preparation of recreation program budget.					
10.	Can perform other duties as assigned by management.					

Remarks: