

COLEBRIDGE TABLE TENNIS CLUB

Role description: Building and Site Maintenance Officer

Name of Building and Site Maintenance Officers: Roy Prosser

Responsible to: Colebridge Management Committee

Main duties

- ↳ Support the efficient running of the club.
- ↳ General maintenance of the club (internal and external); including producing and updating maintenance schedules.
- ↳ Ordering and replacing light bulbs.
- ↳ Roof replacement project lead.
- ↳ Liaison with relevant tradesman.
- ↳ Arrangement of a 'tidy up day' as required.
- ↳ Arrange and manage the annual inspection of the fire extinguishers.
- ↳ Attending committee meetings (including Annual General Meetings).
- ↳ Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- ↳ Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- ↳ Arranging handover or succession planning for the position.

Building and Site Maintenance Officers - Adopted in Club Committee Meeting minutes

Signed:



Club Chairperson

Dated: 17th August 2020