

## **COLEBRIDGE TABLE TENNIS CLUB**

### **Role description: Building and Site Maintenance Officer**

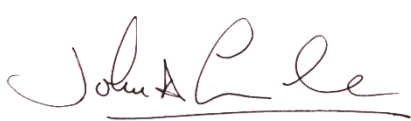
**Name of Building and Site Maintenance Officers:** Roy Prosser

**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: A handwritten signature in black ink, appearing to read "John A. Le", written over a horizontal line.

Club Chair

Dated: 30<sup>th</sup> June 2023