

## 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 Chair

Dated: 13<sup>th</sup> November 2025