

Guildford Archery Club

: Job Description

JOB TITLE: Building Maintenance Officer

RESPONSIBLE TO: Armourer

SKILLS REQUIRED:

- Well organised
- Good communication skills
- Prepared to make occasional time commitment

General DIY skills

MAIN DUTIES:

- 1) To oversee the general well being of the clubhouse.
- 2) Organise and making sure that any repair or maintenance jobs required on the club house are completed
- 3) Making sure the clubhouse is kept clean and tidy and if necessary organise cleaning work parties etc.
- 4) Liaise with H&S making sure any legal requirements are carried out.
- 5) Oversee that materials/supplies required for the day to day use of the clubhouse are ordered and stock levels are kept.