

**Guildford Archery Club****: Job Description**

**JOB TITLE:** Grounds Maintenance Officer

**RESPONSIBLE TO:** Armourer

**SKILLS REQUIRED:**

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

Basic vehicle maintenance skills.

**MAIN DUTIES:**

- 1) To make sure that the ground/grass is in reasonable conditions.
- 2) Organise grass cutting rota as per the growing season i.e. weekly in spring/early summer, less during high summer/winter. Making sure job is done when required. (Not expected to do it all but be part of a gang.)
- 3) Responsible for the maintenance and repair of the mower, making sure it is in good and safe working order.
- 4) Organise fuels for club equipment, making sure diesel for mower /petrol for hand mower and 2 stroke for strimmer is there when required.