

# Club Manager

## Overview of the Role

This position is responsible for overseeing the overall condition of the club, including the clubhouse, grounds and courts. The Club Manager coordinates routine maintenance tasks and ensures that the premises are well-kept, providing a safe and enjoyable environment for our members.

## What you will be doing

Exact responsibilities will be agreed (and may be shared) but will likely include:

- Arranging any maintenance activities to happen in and around the club, be that paid for or voluntary
- Liaising with trades and contractors to undertake jobs at the Club
- Arranging for and maintaining cleanliness and hygiene standards around the club.
- Responsible for keeping the kitchen in a good state for food preparation cleanliness
- Working with the grounds manager to keep the grounds in a tidy and appropriate state
- Arranging for the courts to be maintained on a regular basis and keeping members aware of court cleaning protocols.

## Skills and experiences needed for the role

- Genuine interest in being involved in the management and running of the Club
- Handiness and a get it done attitude
- Practical and ability to work in a team to ensure jobs around the Club are undertaken

## Commitments

- You will need to attend committee meetings and the AGM
- Attending the Club on a regular basis to inspect the Clubhouse, grounds and courts