

## Facility Manager

### Overview of the Role

This is a volunteer role fulfilled by any adult member. There is no requirement they join the Club's organising committee but may be required to attend meetings as required.

The facility manager is responsible for maintaining the clubhouse, playing surface, nets and surrounding environment at the club and reporting any Health & Safety concerns to the organising committee.

### What the role involves

Responsibilities include:

- Taking overall responsibility for the day-to-day management of the Club's facilities
- Carry out regular court maintenance in-line with recommendations for the playing surface including regular brushing & weed killing
- Maintenance and safety testing of the club's floodlights
- Regular safety checks of the venue
- Arrange the annual Moss Treatment.
- Arrange biennial electrical safety checks with the Club secretary
- Raise any points of issue with the club committee
- Ensure the local environment is maintained around the courts
- Ensuring the clubhouse is maintained
- Organise working teams to carry out larger maintenance projects

### Training and support available

No specific training is required for the role.

### Skills and experiences needed for the role

- Resourceful
- Ability to make decisions independently
- Comfortable using light-heavy machinery

### Commitments

- Up to one hour every two weeks.
- You may be asked to attend the committee meetings where appropriate.

### Further Information

- The role does not require a DBS check