

Scarboro Surf Lifesaving Club

Job Description – Clubrooms Officer



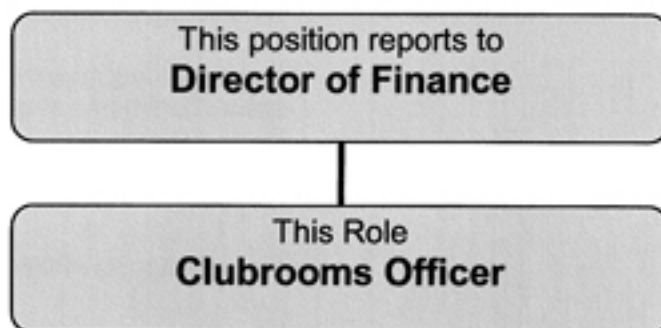
1. Position

Clubrooms Officer

2. Position Purpose

Responsible for the security, maintenance, repairs and general condition of the Club's premises

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

Scarboro Surf Lifesaving Club

Job Description – Clubrooms Officer



5. Major Responsibilities

- Ensure that the Club is locked and secure at all times.
- Ensure that members are maintaining the Club in good order and clean condition
- Ensure that areas of the Club are being utilised for their prescribed use
- Ensure that carparks are utilised correctly
- Ensure that the lawn and garden area of the Club are kept in good order and condition
- Ensure that all services of the Club are in good order and working condition
- Be the focal point for lease negotiations
- Maintains a key register in consultation with the Operations Manager
- Prepares a budget for approval
- Recommend to the Director of Finance on matters of repair, maintenance or additions

6. Primary Accountability Performance Measures

Budget	Seek approval from the Director of Finance before committing to significant expenses
Meetings	Attend Club meetings as required
Maintenance	Ensure ongoing maintenance of premises

7. Required Competencies

- Ability to organise and delegate tasks
 - Experience dealing with building leases
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
-