

JERSEY SPARTAN ATHLETIC CLUB

JOB DESCRIPTION

POSITION: CLUBHOUSE MANAGER

Contracted Hours: N/A

POST HOLDER:

MAIN RESPONSIBILITIES:

Ensuring the efficient running and maintenance of the JSAC Clubhouse at FB Fields

DETAILED JOB DESCRIPTION:

1. Reporting defects to the premises to the Executive Committee and arranging for repair work to be done to clubhouse once approval given;
2. Replacing light bulbs, fluorescent tubes etc.;
3. Keep a current register of key holders;
4. Act as a point of reference for the Jersey association of Retired People or any other groups who may wish to use the clubhouse;
5. Ensure that the notice boards are kept tidy;
6. Ensure first aid boxes are fully stocked and location signs to them are clear;
7. Ensure office equipment is serviceable;
8. Ensure that the fire extinguishers are sited in prominent positions, are maintained and in date;
9. Contacting the Police if there is vandalism or a break-in at the Clubhouse