

Role Description - (House Team Leader)

Scope

Accountable to the Board of Directors, this person manages within available funding the work required to maintain club house in clean, tidy and safe condition and in good repair. Serves as senior person responsible for maintenance of the club house (furniture, fixtures, areas of the storage sheds used for club house purposes, all machinery, tools, equipment and supplies to maintain the club house), and maintenance of club house security

Key Responsibilities and Duties

1. Establish annual and long-term plans for maintenance and upgrading of club house. (monitor furnaces, water heaters for functionality).
2. Work with Treasurer to review yearly budget for club house maintenance; monitor expenditures related to club house upkeep and maintenance in keeping with the approved budget.
3. Review annually fire extinguishers and emergency lighting, including EXIT door illumination)
4. Periodically sweep overhang undersides and window areas to clear debris and webs.
5. Monitor garbage bin and area around the bench by double doors.
6. Liaise regularly with the following team leaders, using the clubhouse:
Kitchen, Hospitality, Bar and BBQ.
3. Negotiate with professional tradespeople for club house maintenance (ie plumbers, electricians, house cleaner, pest control, garbage/recycling). Negotiate, enforce and evaluate any agreements with tradespeople.
4. Ensure operational readiness of Club owned equipment required for club house upkeep and maintenance (furnace, vacuum cleaner etc.).
5. Set back thermostats in Winter and reset in Spring.
6. Maintain order, safety and security of club house and storage sheds used for club house supplies.
7. Ensure sufficient quantity of supplies is on hand: cleaning supplies (soaps, bleach, polishes, window cleaner, brushes, mops, rags, vacuum bags etc) bathroom supplies (toilet paper, paper towels, hand soap etc) and general supplies (garbage bags, light bulbs etc).

8. Maintain club recycling program and call for additional pickups as necessary.
9. Ensure daily condition of club house is suitable for members' use.
10. Monitor condition of washrooms and ensure adequate supplies, remove garbage and recycling to outside bins.
11. Liaise with work crews (building maintenance) and develop list of projects/repairs/ costs.
12. Organize volunteer work teams for annual cleaning of club house and routine maintenance of club house, ie.
 - Purchase of supplies and cleaning products
 - Recycling & garbage bin duty
 - Walk through and around clubhouse after hours and on weekends
 - Assist with clubhouse member rentals
13. Prepare annual report to Park Board on condition of club house.
14. Liaise with Past-President to maintain communication with Board of Directors. Prepare monthly update for PP's report to the Board.
15. Assist with recruitment and training of a Club member to facilitate future leadership in this position.

Target Dates

Spring cleaning completed prior to beginning of season.

Ongoing monitoring of condition of club house.

September 2019