

WEYBRIDGE ROWING CLUB

FACILITIES MANAGER

Summary: Responsible for organising the maintenance and upkeep of WRC boathouse and grounds. Ensure compliance with regulations for insurance and fire safety.

Accountable and Responsible for:-

- Maintenance of both floors of boathouse in a safe and efficient condition; includes floors, walls, racks, doors, steps.
- Monitoring use of kitchen and encourage members to keep this in good and clean order. Ensure compliance to Environmental Health Requirements.
- Maintenance of outbuildings and outdoor installations including boat racking, raft, steps, fences, gates.
- Monitoring the condition of the club premises in times of high water and make necessary precautions to minimise flood damage.
- Ensure that the conditions of the National Trust Lease are maintained with respect to the condition of the property and keep appropriate records.
- Advise Secretary with respect to Insurance cover required for buildings & contents.
- Monitoring security and instruct members accordingly.
- Maintaining services: electricity, water, gas, telephone, heating, drainage.
- Maintaining installed appliances, including boiler, cooker, fridge, fire extinguishers in collaboration with Safety Advisor.
- Monitoring consumption of utilities and consumables.
- Arranging procurement of utilities and consumables in collaboration with Treasurer.
- Maintaining diary of clubroom bookings. Advertise as appropriate and arrange supervision where required.
- Employing/deploying assistance to achieve all of the above.
- Attending monthly committee meetings & reporting actions and intentions to committee
- Identifying potential financial outlay for any significant items (above £50) and gain committee approval prior to implementation.