



Job Description

Job Title	Maintenance officer
Date	September 2023
Job Holder	
Date Appointed	AGM
Expenditure Authority	None without committee approval
Main Duties	

Overall

- Support the club in all its activities and specifically by attending club tennis sessions and social event.
- Actively encourage new members and support tennis activities at all levels
- To oversee the maintenance of the club house and courts
- Attend Committee Meetings

Specifically

- To produce a list of items requiring maintenance to feed into the annual budgeting process to be discussed at committee meetings.
- To produce a programme of work to undertake necessary remedial maintenance work.
- To arrange for or undertake ad hoc repairs.
- To obtain quotes for remedial maintenance work
- To produce a programme for and oversee an annual club maintenance day.