



JOB DESCRIPTION:

CARETAKER

(reviewed May 2011)

Job title - Caretaker

Responsibilities

- ✎ To open the Clubhouse each day at 07.00 hours.
- ✎ To close the Clubhouse each day at one hour after sunset or after a function, whichever is the later (liaising with the Bar Steward).
- ✎ The cleaning of all areas of the Clubhouse, exterior paths and patio furniture.
NB: One cleaner is employed to work 5 x 4 hours Monday to Friday and Sunday mornings.
- ✎ The security of the Clubhouse including the Secretary's office and Professional's shop.
- ✎ Prepare coffee and crockery for members and visitors from 07.00 until Bar or Catering Staff come on duty.
- ✎ Carry out minor repairs, decoration and general maintenance as agreed with the Secretary.
- ✎ Requisitioning through the Secretary, any necessary equipment and materials.
- ✎ Being resident in the Club accommodation every night except by arrangement with the Secretary.
- ✎ Ensure the Clubhouse is heated during the winter period.

(This is a sample job description)