

# **Billericay Bowling Club**

## **Facilities Secretary**

### **Role Description**

- ) Ensure the building facilities, external playing environment and equipment, adequately support the club bowling activities in a practical and safe manner.
- ) Liaise and maintain relationships with Council staff responsible for facility. Report issues requiring Council involvement and deal with email correspondence accordingly.
- ) Maintain relationships with the Local Councillors responsible for the park.
- ) Liaise and maintain relationships with other third party facility users.
- ) Respond to communications reporting issues at the club especially for vandalism. Report to Council staff and police as required.
- ) Ensure the correct operation of all locks to doors and shutters. Facilitate convenient storage of keys and systems for members to operate.
- ) Check and maintain all bowling equipment periodically and arrange for repair or replacement as necessary.
- ) In conjunction with the Green Ranger, monitor and maintain permanent rink markers fixed to back of green.
- ) Investigate repairs to 'fox fence' when problems arise and where necessary report to Council officers for correction.
- ) Maintain 'close up operation' sheet.
- ) Manage/maintain club advertising signs currently on main entrance gate and east side wall of clubhouse.

- ) Participate in organising club working parties for minor internal maintenance and external work related to the environment of the green.
- ) Observe the management plan for future improvements to the whole facility - consider new ideas for development including valuable upgrades.
- ) Check safety equipment including defibrillator batteries.
- ) Maintain inventory of club bowls and other equipment.
- ) Maintain master key sets - lockers, building.
- ) Issue lockers to new members.
- ) Arrange contracts with cleaners.