

Job Title: <b>Maintenance (General)</b>	Club Name: WAMASC
Reports to: Maintenance Supervisor	Revision Date: 02/05/2017

#### Position Overview

To conduct the maintenance of the Club's - buildings (Ablutions / handicap toilet), equipment and certain resources - according to effective and safe work practices. The Cleaning of the outdoor canteen area floor and clearing of all bins.

The General Maintenance position will be reviewed quarterly against the kpi's.

Should the Maintenance officer become unavailable for a period of two or more weeks, the honorarium maybe paid to another member.

## Responsibilities and Duties

- Ensure maintenance of the Ablutions and buildings is maintained to an acceptable standard and cleaned at least weekly.
- Clean / sweep outdoor Canteen area at least weekly.
- Conduct maintenance on aforementioned areas as required.
- Empty all bins on at least a weekly basis and advise the Maintenance supervisor once the 4 metre bin is at capacity.

## Knowledge and skills required

- Can communicate effectively
- Is well informed of all organisational activities
- Is aware of the future directions and plans of members
- Is aware of the risk of all chemicals used

I acknowledge the requirements placed upon me by this Position description.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed By Secretary: \_\_\_\_\_ Date: \_\_\_\_\_