

Job Description

Paid Contractor position: Groundsman

DUTIES:

Club Grounds

- Mowing grass, keeping paths clean and clear, clipping shrubs and general vegetation.
- Trimming hedges and general bramble in areas not marked 1, 2 and 3 on appendix.
- Maintaining security lights outside clubhouse and squash building.
- Maintenance of equipment (mower, workshop tools, locks to doors and windows)
- Erecting and cleaning club signs and banners.
- Perimeter fencing – to tidy and secure chain link fencing when required.
- Maintain gates to club including croquet gate, padlocks etc.
- Maintain umpire chairs

Tennis Courts

- Treat with Mossgo when necessary
- Empty bins, and sweep and clear debris

Club House

- Lighting, clocks, lost property, post, table tennis table, furniture, toilets (including general repairs and pipework maintenance).

Squash Building

- Liaison with contractors when required
- Lighting and general repairs around balcony, stairs, showers and toilets.

Croquet Lawn

- Mowing, general upkeep of grounds, painting boundary lines, watering when required.

Liaison with External Suppliers

- Meet with utility and engineers and other contractors
- Take deliveries when on site

TERMS:

Reporting to Premises Director

330 hours per year at £12.50 per hour, usually 15 hours in summer months, 5 in winter per week

PAYMENT:

Invoice and expense claims to be emailed monthly to Premises Director, then passed to Admin for payment by cheque.

Jan 2013