

 **CLUB ROLE PROFILE FORM :: HOUSEKEEPER**

**MAIN PURPOSE OF ROLE:**

To be responsible, with others, for the Squash Club’s housekeeping in accordance with the Committee’s requests.

**ACTUAL DUTIES INVOLVED**

* To arrange payment to the cleaners
* To liaise with the cleaners to ensure the Club is regularly/correctly cleaned
* Purchase cleaning materials/bin liners/toilet rolls and paper rolls and ensuring there is sufficient stock using Club’s debit card
* With others, check and complete tidiness of the Club both inside and outside
* With others, ensure everything is working correctly (inside and outside), and, if not, arrange repairs
* Regularly laundry towels and check kitchen area for supplies and up keep of oven/fridge/freezer
* Ensure all first aid boxes (2) are regularly replenished

**LIAISON WITH:**

* Committee
* Members
* Cleaners

**THE POST HOLDER WILL BE RESPONSIBLE TO:** The Main Committee

**MEETINGS TO ATTEND:**

* Main Committee Meetings
* Club Annual General Meeting

**ESTIMATED TIME COMMITMENT**

1 hour per week

**TERM OF ROLE:**

To be arranged with the Committee

**OUT OF POCKET EXPENSES/REIMBURSEMENT OF ITEMS PURCHASED:**

Use debit card for most purchases otherwise apply to Treasurer

**OTHER INFORMATION:**

If any to be agreed