Dundee Sailing Club

Role Title: **Facilities Officer**

Communication with: **Club members and Committee**

Role Purpose:

To ensure facilities are kept tidy and well organised

Key Duties:

- ***Act as a point of contact for members to report issues with Dinghy Parks, to bring in or remove boats, the issuing of club keys and general building tidiness issues.***
- Management of Dinghy Parks – co-ordinating grass cutting, installation of securing points, organisation and allocation of boat and trailer space.
- Oversee building tidiness, checking cleaning rota's are carried out, rubbish service is utilised and committee is informed about any issues or new ideas
- Maintain a list of club key-holders and allocate keys to new members, as required
- Monitor club camera surveillance equipment, deleting hard drive regularly to allow ongoing video recording

Skills Required:

Good knowledge of the club's facilities. Good organisational skills.

Time Commitment:

Estimated 1 - 2 hours per week during sailing season