



Surf Lifesaving Club

Position Description

Position: Caretaker

Date: 23/02/25

Reporting To: Club President and/or his or her nominee

The role usually comes with accommodation as part of the compensation, making it ideal for someone with a strong connection to the Surf Lifesaving community and a responsible, hands-on attitude.

Term is for 3 years of signing below and reviewed every year thereafter.

Position Summary

A live-in Caretaker for Soldiers Beach Surf Life Saving Club is responsible for ensuring the maintenance of the facility is in good order and ensuring the President and/or his or her nominee is informed of any maintenance issues, ensuring security of the facility as at all times possible.

The incumbent will coordinate and liaise with the Club's Business entities to optimise performance in order to ensure that the Club is clean and well maintained.

That person will also explore new opportunities to enhance their role the main objective will be to ensure a high standard and service delivery be provided to all customers and stakeholders of SBLSC

Responsibilities will include

1. Oversee the cleaning of the Club
2. Manage Rubbish collections
3. Report any maintenance requirements
4. Assist contractors when any maintenance is being done
5. Ensure that orders are prepared when any materials are required.
6. Prepare a monthly report highlighting any issues that need to be dealt with including any possible solution

Qualifications and experience

- Previous experience in a similar role.
- Well-developed communication and interpersonal skills
- Computer literacy
- Understanding of Maintenance
- OHS requirements

Performance indicators

- Work to set KPI's (within the Budget as provided by the Director of Finance)
- Annual performance appraisal
- Guest satisfaction



Duties and Responsibilities

1. Facility Maintenance

- I. Cleaning and upkeep of the external clubhouse, Members bathrooms, and common areas.
- II. Clean downstairs members toilets, surfaces, hand basins, taps, mirrors, sweep and mop floors, replenish consumables empty bins,
- III. Clean internal showers: Specifically wash walls, floors, and toilets and note any maintenance for reporting.
- IV. Clean hallways/stairs/lift, and public entry areas.
- V. Blower vac internal and external areas and remove any rubbish
- VI. Work with lease holders to ensure that all entities are clean and ready to be used.
- VII. Reporting or arranging repairs for equipment, plumbing, or electrical issues.
- VIII. Ensuring outdoor areas (e.g., beach access, storage sheds) are tidy and functional.

2. Security & Safety

- I. Monitoring access to the clubhouse, ensuring only authorized personnel enter.
- II. Locking and unlocking the premises as required, disable alarm ready for entry by 7.00am, ensuring all alarms are set at end of day.
- III. Reporting any suspicious activities or vandalism.
- IV. Maintaining all Cleaning equipment.

3. Supporting Club Operations

- I. Assisting with event setup and pack-down, community events.
- II. Coordinating with surf lifesaving patrols regarding storage needs.
- III. Helping with minor administrative tasks as required by Club management.
- IV. Have due regard for the policy parameters determined by SBSLSC
- V. Work within the "ticks and balances "provided by the President and/or his or her nominee
- VI. Report to Club /Club Secretary fortnightly and provide Monthly report

4. Equipment & Asset Management

- I. Checking lifesaving equipment is stored correctly and reporting any issues.
- II. Ensure that contractors testing the emergency lighting and fire services have access and that tests are recorded accordingly
- III. Ensuring training gear (GYM) and other resources are properly stored.
- IV. Check need for any pest control and report accordingly
- V. Ensure that SBSLSC is compliant with respect to the WH&S Act
- VI. Ensure a safe working environment and that operations are compliant with the WH&S Act report any issues/concerns accordingly

5. Community & Member Relations

- I. Acting as a point of contact for club members and volunteers outside of business hours.
- II. Representing the club in a professional manner to visitors and the public.

I the undersigned have read and understood this position description and agree to carry out the duties herein. I understand that these duties may be reviewed from time to time.

Print Name: _____ Print Club President _____

Signature: _____ Signature: _____

Date: _____ Date: _____