

## **Buildings Manager, March 2023**

### **Brief Role Description**

Reports to the Team leader of the Halls/Recreation Club Subcommittee

Works with the Halls/Recreation Club Subcommittee to ensure smooth running of the two community buildings (the Recreation Centre and the Community Hall).

Acts as the contact point for enquiries, Northern Beaches Council, the energy provider and others regarding issues that arise.

Oversees and liaises with the cleaning contractor

Checks community building and Catherine Park assets, including safety equipment, water tank levels and grass mowing, and reports maintenance issues to the SIRA Committee and Northern Beaches Council.

### **Detailed Role Description**

Liaises with designated person on Halls/Recreation Club Subcommittee

Acts as a contact point for community building enquiries, Northern Beaches Council, the energy provider and any other issues that may arise.

Processes applications to hire the premises, including posting to the community calendar as appropriate.

Checks the quality of cleaning done by the cleaning contractors, per the Cleaning Schedule, and approves invoices.

Liaises with Northern Beaches Council and/or a contractor in relation to internal cleaning of the high windows in the Community Hall.

Ensures that consumables (eg toilet paper, paper towels, cleaning products, rubbish bags, etc) are adequately stocked.

At regular times, checks hall assets and equipment, and reports to the SIRA Subcommittee and/or Northern Beaches Council in a timely manner any loss or damage, repairs, maintenance or replacement of items required. Equipment includes tables, chairs, refrigerators, microwaves, kitchenware, sound system, air conditioner and remote control, cables, speakers, projector, projector remote and screen.

Monitors level in emergency water-filled water tank at least monthly (red float device on side of tank) and orders water when tank is less than ½ full.

Checks that rear Fire Exit door is not obstructed to allow safe passage in an emergency.

Ensures privacy of all personal information collected during bookings and operation of the community buildings for the purpose of administering the affairs of SIRA and communicating with members

Advises the SIRA bookkeeper in relation to the issuing of invoices relating to building use.

## **Northern Beaches Council Responsibilities**

Building repairs - contact Council's Customer Services Centre to inspect and rectify

Cleaning of external windows and roof and gutter cleaning - carried out on a monthly basis

Catherine Park grass mowing - carried out on a six-weekly schedule, weather depending; particular events (eg major festivals) may require a special request

Catherine Park barbecue cleaning – carried out on a fortnightly basis.