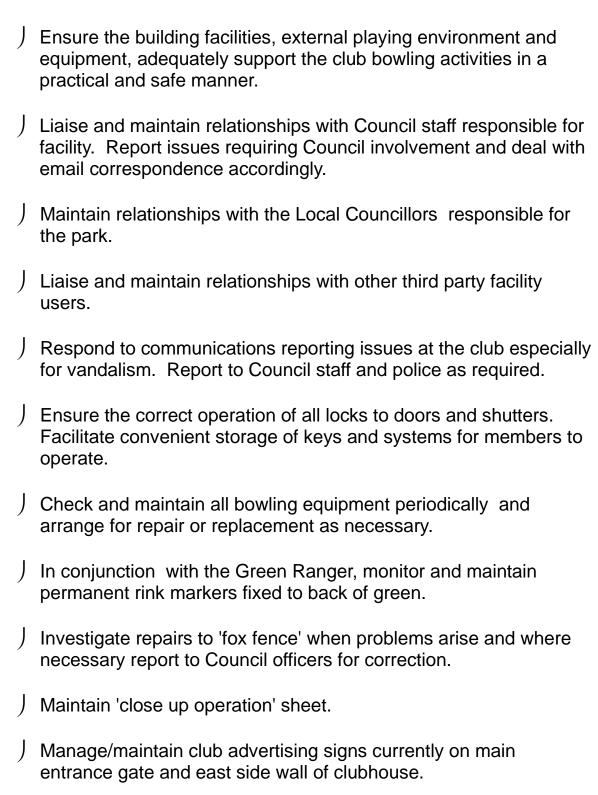
Billericay Bowling Club

Facilities Secretary

Role Description



)	maintenance and external work related to the environment of the green.
J	Observe the management plan for future improvements to the whole facility - consider new ideas for development including valuable upgrades.
J	Check safety equipment including defibrillator batteries.
J	Maintain inventory of club bowls and other equipment.
J	Maintain master key sets - lockers, building.
J	Issue lockers to new members.
J	Arrange contracts with cleaners.