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## Club Custodian

**Responsible to:**

Club Chairperson

**Objective:**

Manage the use of the club house and facilities

**Reports to:**

Club Administrator

**Internal Relationships:**

Club Lifesaving Officer

Club Patrol Captains

**External Relationships:**

External groups

Surf Life Saving Northern Region – Lifeguard Supervisor – Paid Services

Surf Life Saving Northern Region – Community Education Manager

**Key Responsibilities:**

* Manage club house bookings
* Ensure the constant stock of cleaning supplies e.g. rubbish bags, tea towels, toilet paper
* Arrange any repairs and replacement of utilities e.g. lightbulbs
* Provide groups with a hire contract
* Ensure the facility is clean and tiny on arrival and after groups leave