# **Property Officer**

# **REPORTS TO:** Warrington Surf Life Saving Club Committee

# **KEY RESPONSIBILITY:** Delivery and overseeing the maintenance of the property of the Warrington Surf Life Saving Club to ensure it achieves its strategic goals.

# **DUTIES OF THE ROLE:**

* Set up and maintain a regular schedule of property checks.
* Ensure property is maintained.
* Work with the committee and/or Fundraising Coordinator to enhance the property.

# Maintain open communication with the Warrington SLSC Club Committee members

# Ensure accurate systems for handing-over to the next person taking on the role.