

THE ALL ENGLAND LAWN TENNIS & CROQUET CLUB

JOB DESCRIPTION

TITLE: Maintenance Carpenter

REPORTS TO: Buildings & Services Manager

JOB PURPOSE: To carry out carpentry and assist in the general maintenance of Club premises/areas* as required by the Buildings & Services Manager, his deputy or the Clerk of Works

SPECIFIC DUTIES

- To carry out carpentry and joinery work to doors, windows, skirting, architraves and other joinery items. The work will involve either maintenance, repair or installation.
- To use wood working machinery and make small/basic furniture items – eg benches, tables, cupboards.
- Assembling flat-pack furniture.
- Ordering and collecting supplies (involves driving to and from suppliers).
- General maintenance work and support for other tradesmen.
- Comply with health and safety requirements, ensuring that safe working practices are carried out at all times.

ADDITIONAL DUTIES

- Any other duties within the scope of the post as directed by the Buildings & Services Manager, his deputy or the Clerk of Works.
- Flexibility to undertake other maintenance duties which may be required within the department. During the Wimbledon Championships, assist with whatever duties are required.

Note:

*Club premises include the Raynes Park Sportsground and some private housing.

Hours and Days of Work

- Year round - basic 40 hour week, Monday to Friday, 8 am to 5 pm (1 hour for lunch).
- The Championships (last week in June and first week in July) - must be able to work every day of The Championships (including weekends) and work at least 12-hour days. Before The Championships, some Saturday/ Sunday working may be required.
- There are holiday restrictions from early May to mid July