



## **Scout House Manager role (Voluntary)**

Dartford District Scout Council is looking to appoint someone to the role of District House Manager. Scout House is a key District asset that needs some care and attention, to ensure that it provides a centre for the members of the District in a safe and cost effective manner.

### **Responsibilities:**

- Organising and prioritising maintenance job tasks, ordering, prioritising workloads and negotiating with subcontractors and suppliers as required.
- Problem solving and making continuous improvements to increase standards and ensure customer satisfaction.
- Ensuring compliance with H&S requirements related to maintenance and repair of the building. Ensuring health and safety checks, risk assessments and safe systems of work are in place.
- Providing updates to the District committee re the risk register and programme of maintenance or new equipment
- Ensuring that all bookings are made, and that Scout House is opened and that the bookers are aware of how all the appliances work. Ensuring that when the bookers have finished that the building is securely locked.

### **Dartford District Scout Council**

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