

FACILITIES & MAINTENANCE MANAGER PROFILE: ROYAL WIMBLEDON GOLF CLUB LONDON, UK

FACILITIES & MAINTENANCE MANAGER OPPORTUNITY AT ROYAL WIMBLEDON GOLF CLUB

The Facilities & Maintenance Manager role at Royal Wimbledon Golf Club offers a varied and engaging opportunity within one of the UK's most respected Members' Clubs. The position involves overseeing all relevant aspects of building maintenance, health and safety, facilities management, and security, ensuring the clubhouse and its surroundings are maintained to a high standard. With a competitive package, including mandatory on-site accommodation and use of the golf course, this role is ideal for an experienced professional seeking a challenging and rewarding position in a prestigious club environment.

ABOUT ROYAL WIMBLEDON GOLF CLUB

Royal Wimbledon Golf Club, with a heritage spanning over 160 years, stands as a testament to the rich golf tradition. Founded in 1865, the club celebrated its sesquicentennial anniversary in 2015, a milestone underscoring its position as England's third-oldest golf club. Designed by the legendary architect Harry Colt, the club's course bears the hallmark of his genius, offering players a challenging yet rewarding experience in picturesque surroundings.

With a membership of over 1,200, Royal Wimbledon Golf Club occupies a coveted location just outside of central London, providing members with easy access to its facilities and the opportunity to escape the hustle and bustle of city life. The club's commitment to excellence is evident in its continuous investment in facilities and course improvements, including a recent comprehensive renovation. This dedication ensures members enjoy world-class amenities and a meticulously maintained course year-round. Beyond its outstanding facilities, Royal Wimbledon Golf Club fosters a sense of camaraderie and tradition, offering members a welcoming environment to enjoy their passion for the game and forge lasting friendships. As it looks to the future, the club remains steadfast in its commitment to upholding the values of sportsmanship, integrity, and community that have defined it for generations.

ROYAL WIMBLEDON GOLF CLUB: www.rwgc.co.uk

FACILITIES & MAINTENANCE MANAGER JOB DESCRIPTION

Clubhouse and Building Security

- Regularly review Clubhouse locking-up procedures to ensure they are relevant and being fulfilled correctly, amended as necessary, and followed by staff responsible for locking up.
- 24-hour clubhouse security, which requires living on the premises and dealing with any alarm activations. Arranging alternative security cover and notifying our insurance company during holiday periods and other personal absences (first response cover is in place).
- Ensure the Club's CCTV, burglar alarms, fire alarms, and fire-fighting equipment are fully maintained and operational at all times and that the remote station automatic alarms are functional.
- Act as Fire Warden and liaise with emergency and associated services as required.

Clubhouse and Building Maintenance

- Ensure suitable maintenance contracts for all clubhouse equipment are in place and are being correctly administered by suppliers
- Monitor clubhouse equipment, décor and services and, in conjunction with the General Manager, arrange and ensure such repairs or other works are tendered or priced and are correctly undertaken and completed
- Carry out general maintenance in all areas as required using the clubhouse maintenance schedule as a guide
- Recommend repairs or improvements as necessary

- Supervise contractors on site and ensure all are insured and otherwise certified as required prior to commencing work
- Maintain all internal and external lighting equipment ensuring it is fully functional and conforming to the Club's sustainability targets
- Ensure drains and external guttering are fully operational at all times
- Maintain water softeners
- Clubhouse internal plant care
- Implement the club recycling procedures, to include glass, cardboard & paper, plastic, batteries, and kitchen green waste
- Assist the House Committee with the erection and dismantling of Christmas decorations and the same for any special events

Health & Safety

- Attend and participate in relevant health and safety training courses
- Implement the relevant parts of the Club's Health & Safety Policy for the Clubhouse and its surrounding areas, additional buildings, the Kitchen and Professional Shop areas
- Regularly review all areas and Identify risks
- Regularly review risk assessments and create new ones when required
- Regularly review and update, as required, the Health and Safety Plan relevant to the clubhouse and buildings
- When required and in conjunction with the appropriate managers, consider and implement such changes to working methods and/or provision of safety or operating equipment as required
- Liaison with the Club Operations Manager for the maintenance and upkeep of Health and Safety records, including COSHH assessments, outside contractors' method statements, fire alarm Logs and management safety system records, staff Health and Safety Policy statements, and induction records
- Undertake monthly inspections of all Fire equipment and carry out legionella testing

Cleaning Services

- Supervise the cleaning contractor to ensure their allocated duties are properly undertaken
- Meet the contractor regularly and recommend and implement such changes to cleaning services as required
- Ensure changing rooms, toilets, and other public areas are properly stocked and replenished as required, particularly on busy Club days
- Management of towels and other laundry items as required, meeting with the laundry contractor on a regular basis
- Undertake such miscellaneous cleaning tasks not undertaken by the cleaning contractor and such other tasks as may be required from time to time to ensure the cleanliness standards are maintained at all times
- Ensure the kitchen courtyard is properly maintained, waste is correctly bagged and binned, and bins are cleaned and disinfected as required.
- Ensure the Veranda and patio furniture are properly maintained, laid out, and secured as required.

Trophies and Artefacts

- Safe storage and display of trophies
- Cleaning of trophies, artefacts, and display cabinets as required
- Annual engraving as required
- Repair and maintenance of Trophies and artefacts as necessary
- Maintenance of trophy records
- Silverware purchases as required
- Issue and return trophies for prize presentations

Golf Course and Miscellaneous Responsibilities

- Company Vehicle – To be used for Club duties only and maintained as per service schedule, kept clean and tidy at all times. MOT to be in date
- Locker Keys – responsible for the security of keys and issuing as required
- Assist with Member car parking on busy club days

- Maintain filtered water supply to all clubhouse rooms
- Purchase clubhouse supplies from local wholesalers
- Annually review the Club's detailed disaster recovery plan and make recommendations for update
- Course marshalling and starting duties are required from time to time. (mainly Spring & Autumn meetings, Guest days, and VIP days)
- Attend the Annual Autumn Prize Giving Dinner to assist with the prize-giving ceremony and the collection of trophies afterward
- Assist the Club Archivist with historical Club record-keeping
- Any other duties which may be reasonably expected

CANDIDATE QUALIFICATIONS & EXPERIENCE

- Mechanically and electrically inclined with hands-on capabilities for painting and minor repairs
- Organizational abilities to coordinate club projects and renovations
- Demonstrated ability to manage multi-discipline projects
- Ability to develop and maintain awareness of occupational hazards and safety precautions; Skilled in following health and safety practices and recognizing hazards
- Able to assist in preparing the annual budget for the clubhouse and associated buildings for repair and maintenance and capital expenditure
- Can plan, implement, and administer preventive maintenance programmes
- Maintain and monitor fire, phone, data, music, cable and TV systems
- Conducts daily facilities walkabouts and specific site inspections on an as-needed basis
- Responsible for maintaining a clean and safe working environment with continual emphasis on promoting employee health and safety. Able to assist in training colleagues in proper safety techniques
- Coordinate the servicing and repairing of systems for lighting, heating, ventilation, fire, drainage, plumbing, electrical, painting, and related maintenance activities
- Monitor all work done by outside contractors and communicate the status of each project to the General Manager
- Maintains accurate maintenance and repair records of equipment and machinery
- Ensures that all building maintenance and repair activities are identified, scheduled, and completed

SALARY AND BENEFITS

Salary is competitive and commensurate with qualifications and experience. The Club offers a two-bedroom apartment (on-site as part of the role), private medical insurance, a share in the staff fund distributed twice yearly after a qualifying period, a pension fund, and meals on duty.

INSTRUCTIONS ON HOW TO APPLY

Please upload your CV and cover letter in that order using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your CV or cover letter; that should be used in your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Royal Wimbledon General Manager Robert Brewer** and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career, and why RWGC and the London area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Monday 10th February 2025. Candidate selections will occur in mid-February, with the first Interviews expected in early March 2025 and the second interviews a short time later. The new candidate should assume his/her role in mid-late April 2025.

IMPORTANT: Save your CV and letter in the following manner:

“Last Name, First Name - CV” &

“Last Name, First Name - Cover Letter, RWGC”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your CV and cover letter.

If you have any questions, please email Patty Sprankle: patty@kkandw.com

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