

Cork Harlequins Club Groundskeeper – Job Description

In the last three years Harlequins has made major strides forward in developing its membership base and began redevelopment of its facilities to be more competitive and attractive to potential new members. To ensure that the club provides the best facilities for its membership a part time position for a groundskeeper is required.

The post would report directly to the Cork Harlequins Chairperson and Cork Harlequins President whom work on behalf of the club management committee and its trustees.

The groundskeeper would ultimately be responsible for maintaining and improving the general standard of the club's grounds and facilities. There would be many aspects to the role some of which would include:

Duties and Responsibilities

The key function is to undertake all grounds related activities to ensure that the Cork Harlequins grounds is maintained to an excellent standard and to provide a professional impression to all members, users and visitors. In addition, as an employee of Cork Harlequins to undertake a range of duties concerned with the premises and ancillary duties to support the operation of the club.

The Groundskeeper is responsible for the maintenance of the playing fields, grounds, buildings and equipment. The club's playing fields are used for hockey, cricket, football, rugby, and GAA. There are two artificial Astroturf pitches which are mainly used for hockey, and one artificial cricket wicket and associated oval grass surface.

Health & Safety

The club has a comprehensive policy statement on Health & Safety. As Groundskeeper you will take all reasonable care for the health and safety of yourself, your colleagues and all other people who could be affected by your acts or omissions at work. You will be expected to co-operate with the school's health & safety officer to enable them to fulfil their obligations.

Key Tasks

The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role. The main duties and responsibilities are as follows:

- To undertake grounds maintenance duties, e.g grass cutting, hedge trimming, shrub pruning, weeding & clearance of leaves.
- Upkeep and maintenance of artificial/synthetic playing areas
- To undertake horticultural operations, e.g. ground preparation, planting, turfing, seeding and pruning.
- To undertake the erection, dismantling and maintenance of sports equipment
- To liaise with club management to ensure the availability of sports pitches and equipment.
- Produce appropriate Risk Assessments and safe systems of working, in line with Health & Safety regulations and ensure that work is carried out to a safe manner.
- Possess a sound understanding of legislation relating to chemicals and dangerous substances.
- Upkeep of all trees and major hedges, and clearing leaves and weeds from appropriate areas.
- Ensure machinery such as grass mowers are used only by authorised and experienced personnel
- Manage the storage and control of consumable materials and equipment.
- Ensure the highest standards of work are achieved in an efficient and timely manner.



Cork Harlequins Club

Tel (021) 4961380

Harlequin Park
Farmers Cross
Cork

www.corkharlequins.com

Chairperson

John Hobbs

Tel 086 8091294 (M)

e-mail:

chairperson@corkharlequins.com

President

Stephen Dale

Tel 086 6086906 (M)

e-mail:

president@corkharlequins.com

Secretary

Francesca Doonan

Tel 087 2865360 (M)

e-mail:

admin@corkharlequins.com

European Cup Winners Cup Winners

2007-2008 (M)

2001-2002 (W)

Irish Senior Cup Winners

2011-2012 (M)

2005-2006 (M)

2000-2001 (W)

Irish Club Championships Winners

2001-2002 (M)

- Provide effective materials and machinery management to ensure all equipment is correctly stored and maintained.
- Ensure work areas and the storage shed / container is kept clean, tidy and secure at all times.
- Maintain cleanliness and general tidiness of all external hard areas, including pathways to the Astro turf pitches, car park and footpaths.
- Clean and clear all drains and gullies etc. to ensure effective and healthy operation in accordance with Health & Safety procedures.
- Keep entrances to the club, inside and outside, clean and clear of obstructions at all times.
- Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.
- Carry out minor works in order to improve the site as required by Club Management.
- To assist, when necessary with the erection and maintenance of sports equipment.
- Assist in the opening and closing of club premises including gates, doors, windows, fire exits, etc., for the purpose of club members and rental usage, lettings and emergency services.

Undertake any other work as reasonably requested by the Club Management Committee. Be familiar with the club's health & safety policy and comply with its requirements to safeguard and protect the welfare of members, users and visitors.

Work conditions:

Hours: 20 hours per week, can involve unsocial hours including evenings, weekends and public holidays.

The successful candidate should also have / be able to demonstrate the following:

- Fluent spoken and written English, including Risk Assessments writing and communication skills for interaction with members, clients and management;
- Practical, assertive and achievement orientated with good self-management skills;
- Good relationship management skills;
- A proven ability to work well in teams;
- Ability to work on his/her own initiative to solve technical and logistical problems;
- A good knowledge about gardening and turf management.
- A working knowledge of manure and pesticides.
- Willingness to work flexible hours, and to be adaptable in working practice, which are essential.
- Well organised and have a great attention to detail.
- Aware of the all requirements in relation to field set-up and dimensions, competitions requirements and safety protocols.
- Able to resolve issues in a logical and systematic manner, and always value participant's safety first and foremost.
- A good communicator able to liaise easily with club management.
- Possess a Full Driving License.

Salary: Base salary of €10,500 per annum.

For an informal discussion, please contact Dr John Hobbs, Tel: +353 86 809 1294 or e-mail: chairperson@corkharlequins.com.

Applications should include a letter stating why you believe you are a good fit for the role of Cork Harlequins Groundskeeper. They should be accompanied by an up to date Curriculum Vitae and e-mailed to chairperson@corkharlequins.com.

Closing date for receipt of completed applications is **5 pm on Friday, 1st of September 2017.**

Cork Harlequins is an equal opportunities employer.



Cork Harlequins Club

Tel (021) 4961380
 Harlequin Park
 Farmers Cross
 Cork
www.corkharlequins.com

Chairperson
John Hobbs

Tel 086 8091294 (M)
 e-mail:
chairperson@corkharlequins.com

President
Stephen Dale

Tel 086 6086906 (M)
 e-mail:
president@corkharlequins.com

Secretary
Francesca Doonan

Tel 087 2865360 (M)
 e-mail:
admin@corkharlequins.com

European Cup Winners
Cup Winners

2007-2008 (M)
2001-2002 (W)

Irish Senior Cup
Winners

2011-2012 (M)
2005-2006 (M)
2000-2001 (W)

Irish Club Championships
Winners

2001-2002 (M)