**SPAA SITE MANAGER JOB DESCRIPTION**

1. Water supply to be turned off at meter and inside site in October and turned on again in March
2. Apply weedkiller on and around carpark, water troughs and the polytunnel at least 3 times a year
3. Keep sheds tidy and clean and ensure wheelbarrows are stood on end for safety reasons.
4. Ensure wire fencing on plots adjacent to boundary does not encroach into mowing areas.
5. Top up rat killer stations with poison between October and March.
6. Walk around site viewing plots to ensure cultivation is taking place and no unremovable items are imported (eg no glass, no trees planted, no permanent structures are imported.)
7. Re paint plot boundary markers
8. Ensure maintenance of communal equipment, servicing of lawnmower etc
9. Organise working parties and list of jobs to be done.
10. Spray Polytunnel and Committee shed annually with Jeyes disinfectant fluid.