# Club Name

your logo here

### Position Description Form

| **Job Title** | **Gate Keeper** | | |
| --- | --- | --- | --- |
| **Accountability** | Committee Executive  Club Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To provide the service of collecting gate fees on behalf of the Club. * To provide support to the Executive and Committee members to ensure the efficient operation of the Club | | | |
| Responsibilities | | | |
| * Be in attendance at the ground at the time set down by the Committee. * Collect change and money bags / trays from the Treasurer. * Admit members who show a current Club membership ticket and for those with an appropriate guest pass. * Ensure all entrance fees are collected from all people entering the ground in accordance with the charges and directions of the Club and League. * Pick Spectators up from the supplier for home games and arrange distribution to those entering the ground. * Remain in attendance at the gate/s to the time agreed upon with the Committee. * Return all monies collected to the Treasurer. * Assist other Committee members in their duties as required * Undertake tasks at the request of the President, Executive or General Committee | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable**   * National Police Clearance | |
| Relationships | | | |
| * Reports to the Club Committee * Liaises with the Executive * Liaises with official Club suppliers & other key stakeholders | | | |
| Reporting | | | |
| 1. Provide a report on portfolio operations to the monthly Committee meeting | | | |